



**CITY COUNCIL AGENDA  
TUESDAY, FEBRUARY 20, 2018  
7:00 P.M.**

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. ADDITIONS OR CORRECTIONS TO AGENDA
5. DISCUSSION FROM THE FLOOR
6. CONSENT AGENDA:
  - A. Approval of Minutes – February 5, 2018
  - B. Disbursements
    1. General Operations Disbursement Claim No. 18-01 \$475,353.56
    2. Liquor Fund Disbursement Claim No. 18-02 \$64,928.13
  - C. Budget to Date – January 2018
  - D. Contractor's Licenses Approval of Right of Way Application – Comcast
  - E. Approval of Statement of Values Policy
  - F. Approval of Simple Recycling Contract
  - G. HVAC Replacement and Repair – 8466 Central Avenue NE
  - H. 2018 First Half of Suburban Rate Authority Assessment
  - I. Correspondence
7. POLICE REPORT
8. PARKS AND RECREATION REPORT
9. NEW BUSINESS
  - A. Authorize Purchase of Five Public Works Department Vehicles
  - B. 525 Osborne Road Property Discussion
10. ENGINEER'S REPORT
11. ATTORNEY'S REPORT
12. REPORTS
  - A. Administrator Reports
13. OTHER
14. ADJOURN

**SEE REVERSE SIDE FOR RULES FOR PUBLIC HEARING  
AND DISCUSSION FROM THE FLOOR**

## **RULES FOR DISCUSSION FROM THE FLOOR AND PUBLIC HEARINGS**

### **DISCUSSION FROM THE FLOOR**

- Discussion from the floor is limited to three minutes per person. Longer presentations must be scheduled through the Administrator, Clerk/Treasurer's office.
- Individuals wishing to be heard must sign in with their name and address. Meetings are video recorded so individuals must approach the podium and speak clearly into the microphone.
- Council action or discussion should not be expected during "Discussion from the Floor." Council may direct staff to research the matter further or take the matter under advisement for action at the next regularly scheduled meeting.

### **PUBLIC HEARINGS**

The purpose of a public hearing is to allow the City Council to receive citizen input on a proposed project. This is not a time to debate the issue.

The following format will be used to conduct the hearing:

- The presenter will have a maximum of 10 minutes to explain the project as proposed.
- Councilmembers will have the opportunity to ask questions or comment on the proposal.
- Citizens will then have an opportunity to ask questions and/or comment on the project. Those wishing the comment are asked to limit their comments to 3 minutes. In cases where there is a spokesperson representing a group wishing to have their collective opinions voiced, the spokesperson should identify the audience group he/she is representing and may have a maximum of 10 minutes to express the views of the group.
- People wishing to comment are asked to keep their comments succinct and specific.
- Following public input, Councilmembers will have a second opportunity to ask questions of the presenter and/or citizens.
- After everyone wishing to address the subject of the hearing has done so, the Mayor will close the public hearing.
- The City Council may choose to take official action on the proposal or defer action until the next regularly scheduled Council meeting. No further public input will be received at that time.

## OFFICIAL PROCEEDINGS

Pursuant to due call and notice thereof, the regularly scheduled meeting of the Spring Lake Park City Council was held on February 5, 2018 at the Spring Lake Park Community Center, 1301 81st Avenue N.E., at 7:00 P.M.

### 1. Call to Order

Mayor Hansen called the meeting to order at 7:00 P.M.

### 2. Roll Call

Members Present: Councilmembers Nelson, Wendling, Delfs, Goodboe-Bisschoff and Mayor Hansen

Members Absent: None

Staff Present: Police Chief Ebeltoft; Public Works Director Randall; Building Official Brainard; Engineer Gravel; Parks and Recreation Director Rygwall; Administrator Buchholtz and Executive Assistant Gooden

Visitors: Paddy Jones, Ham Lake, MN  
State Representative Erin Koegel  
Ben Beery, Wold Architects

### 3. Pledge of Allegiance

### 4. Additions or Corrections to Agenda - None

### 5. Discussion From The Floor

#### A. State Representative Erin Koegel

State Representative Koegel reported that she is supporting the study on Highway 65 and the safety concerns along Highway 47. She stated that she agreed with the Councilmembers Nelson and Goodboe-Bischoff that the timing the stoplights and the overall lighting on the highway is very poor.

Representative Koegel stated that she has been in discussions with Metro Transit regarding the moving of the bus transit station at Northtown mall. Administrator Buchholtz reported that he has been in contact with the mall management and has sent correspondence to Metro Transit. He stated that the preliminary plans show the transit station becoming a smaller structure and moved closer to the Sanburnol Park side of the mall. He stated that the plans show a very modest design with a landscaping package. Ms. Koegel stated that she would keep on top of the issue as it is a concern to her as she lives very close to it.

### 6. Consent Agenda:

Mayor Hansen reviewed the following Consent Agenda items:

- A. Approval of Minutes – January 16, 2018
- B. Approval of Special City Council Meeting Minutes – January 22, 2018
- C. Approval of Special City Council Meeting Minutes – January 29, 2018
- D. Safe Assure Contract

- E. Approval of Simple Recycling Agreement
- F. Resolution 18-06 Resolution of Appreciation – Debbra Kuehn and Dennis Cooper
- G. Contractor's Licenses
- H. Correspondence

MOTION BY COUNCILMEMBER WENDLING TO TABLE ITEM 6E APPROVAL OF SIMPLE RECYCLING AGREEMENT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

Administrator Buchholtz requested that a correction to the Special City Council meeting minutes on January 29, 2018, be corrected to add the adjournment of the meeting at 4:35 PM.

MOTION BY COUNCILMEMBER DELFS TO APPROVE THE CONSENT AGENDA WITH CORRECTIONS MENTIONED. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### 7. Public Works Report

Public Works Director Randall reported that the Public Works Department plowed and salted the streets five times in the month of January and continues to collect the garbage and recycling at the parks, and work on repairs to the equipment. He reported that the Public Works Department opened all the catch basins and have been trimming low hanging tree branches throughout the City.

Mr. Randall reported that a homeowner's water damage claim to the interior to a home, as a result of a water main break last month, was denied by the League of Minnesota Insurance Trust (LMCIT).

#### 8. Code Enforcement Report

Building Official Brainard reported that he attended the Council meetings on January 2 and January 16; a Department Head meeting on January 5; and the Planning Commission meeting on January 22.

Mr. Brainard stated that in 2107, 11 building permits were issued compared to 12 in 2016. He reported that 11 mechanical permits were issued in January, compared to eight in 2017. He reported that three plumbing permits were issued and one zoning permit were issued in January 2018 and in addition; two fire suppression permits were issued in January 2018.

Mr. Brainard reported that the framing of section B of the Legends of Spring Lake Park continues as the third floor is on its way. He stated that in addition to mechanical, plumbing, sprinkler, and electrical inspections are being conducted for section A on a daily basis. He stated that the supervisor as reserved up to two hours three times a week for all ongoing inspections in addition to the hour a day, every day, that has been taking place since the ground breaking in August 2017.

Mr. Brainard reported that the January 2018 vacancy listing shows that there are 18 vacant/foreclosed residential properties currently posted and/or soon posted by the Code Enforcement Department, which is up three from last month. There are two vacant/foreclosed commercial property, which is remains the same from last month; and four residential properties currently occupied and ready for Sheriff Sale redemption, which is down two from last month. He reported that he posted one abandoned and/or vacant property notice in month of January; in addition, 19 Administrative Offense Tickets were issued by the Code Enforcement Department.



9. Ordinances and/or ResolutionsA. Resolution 18-04 Renaming John M. Conde Park to Triangle Memorial Park

Administrator Buchholtz reported that at the January 8, 2018, Council work session, the proposed resolution was discussed and the consensus of the Council was to rename John M. Conde Park to Triangle Memorial Park. He stated that with the redevelopment of the former Goony Golf property, the park will be undergoing a significant transformation and redevelopment. He stated that the Council consensus was that the renaming of the park will allow the City to honor many individuals who have helped guide Spring Lake Park in the community.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 18-04 RENAMING JOHN M. CONDE PARK TO TRIANGLE MEMORIAL PARK. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

B. Resolution 18-05 Resolution Making Findings of Fact for Denial of Liquor License for Bradley Povlitzki, Sota Tap House and Grill

Administrator Buchholtz reported that the January 16, 2018 City Council meeting, the City Council considered the application of Bradley Povlitzki for an on-sale liquor license to open Sota Tap House and Grill in the former Pov's on 65 building. He stated that after review of the background investigation report and significant discussion, the City Council voted to deny the license.

Administrator Buchholtz stated that the findings of fact state that the applicant does not meet the standards set forth in Section 111.17(E)(2) of the City Code due to the following:

- The high volume of police calls at the applicant's previous liquor establishment, Pov's Sports Bar in Andover, which the applicant was responsible for as owner and operator;
- The severity of these calls ranging from 5<sup>th</sup> degree assaults, felony 3<sup>rd</sup> degree assault with substantial bodily harm, criminal sexual conduct cases, disorderly conducts, thefts and damage to property cases;
- Discrepancies between the information provided by the applicant as part of the liquor license application and facts discovered through the background and financial investigation, specifically to the applicants involvement with Pov's on Highway 65; and
- The resulting overall concerns for public safety in the City.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 18-05 MAKING FINDINGS OF FACT FOR DENIAL OF LIQUOR LICENSE FOR BRADLEY POVLITZKI, SOTA TAP HOUSE AND GRILL. ROLL CALL VOTE: COUNCILMEMBERS NELSON, WENDLING, DELFS AND MAYOR HANSEN AYES. COUNCILMEMBER GOODBOE-BISSCHOFF NAY. MOTION CARRIED.

C. Resolution 18-07 Approving Preliminary and Final Plat for Pride Rock Addition

Administrator Buchholtz stated that the applicant Mr. Jameel Ahmed owns a single family home on a wide residential parcel at 8360 Peirce Street, which he wants to divide into two new single-family residential lots. He stated that the existing house and garage would be removed to make way to building two new houses. He reported that surrounding uses are residential on three sides, and commercial to the north and semi-public (church) northeast. He reported that new plat would be called Pride Rock.

Administrator Buchholtz reported that this lot was the subject of a similar request in 2016, dividing the lot into three new parcels, one of which would be added to the Collision Doctor property to the north, but he stated that Mr. Ahmed no longer owns the Collision Doctor, and the earlier plat was never recorded. He stated this is a new and separate request.

Administrator Buchholtz reported that the property is guided Commercial in the City's 2009 Land Use Plan; however, this was amended to low-density residential use on May 2, 2016. He stated the property is zoned R-1 Single Family Residential.

Administrator Buchholtz reported that the existing parcel is approximately 180' x 180', to the centerline of Pierce Street. He stated that the proposed plat consisted of two parcels, each approximately 90' wide by 150' feet deep (plus 30' for public right-of-way for Pierce Street). He stated that the minimum lot size in the R-1 district is 75' wide and 120' deep. He stated the two proposed home lots meet the zoning code minimums.

Administrator Buchholtz stated that the land use designation for this property in the Land Use Plan and the zoning are consistent with one another. He stated that the proposed use of the two lots is consistent with the R-1 zoning and, after the May 2, 2016 Comp Plan Amendment, the use is consistent with this plan.

Administrator Buchholtz stated that the plat drawings show a 30-foot strip within Pierce Street but it is not clearly indicated as being dedicated to the City for public right-of-way. He noted that the plat needs to be revised to indicate this.

Administrator Buchholtz stated that details on site drainage will be reviewed as part of the building permit approval process for each lot. He stated that in general, the grading for each building shall be completed so that no additional runoff is diverted to any adjacent property. He stated that details on the driveway, sewer and water service connections, and street patching will be reviewed as part of the building permit approval process for each lot.

Administrator Buchholtz stated that the Planning Commission recommends approval of the preliminary plat for Pride Rock as submitted by the applicant and depicted on the plat drawings from Acre Land Surveying as revised on December 1, 2017, with the following conditions:

- 1.) Plat is to be revised to dedicate 30 feet to the City for Pierce Street right-of-way.
- 2.) Before building permits are approved for any of the lots in this plat:
  - a. Details on site drainage need to be reviewed. The grading for each building shall be completed so that no additional runoff is diverted to any adjacent property.
  - b. Details on the driveway, sewer and water service connections, and street patching need to be reviewed for each lot.

Councilmember Wendling inquired if there have been any property changes to where the Collision Doctor is operating. Administrator Buchholtz stated that there is no change and no plans to acquire any additional land.

Councilmember Goodboe-Bisschoff inquired if each of the lots will have separate driveways. Administrator Buchholtz stated that each lot will have their own driveway.

Councilmember Nelson inquired if the narrow portion of land, approximately 30 feet, will be cleaned up and opened up again. Administrator Buchholtz stated that the land will be incorporated into the the plat and will not exist.

Building Official Brainard stated that the new business is not in operation and a certificate of occupancy has not been issued. He noted that there will be no grandfathering of the land or building usage granted. He stated that renovations are currently taking place.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 18-07 APPROVING PRELIMINARY AND FINAL PLAT FOR PRIDE ROCK ADDITION. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Resolution 18-08 Approving a Conditional Use Permit for An Early Childhood School at 1415 81<sup>st</sup> Avenue NE

Administrator Buchholtz reported that Ben Beery of Wold Architects and Engineers (applicant) has submitted a Conditional Use Permit (CUP) application on behalf of Amy Schultz of the Spring Lake Park Schools for the Early Childhood School to the existing District Service Center located at 1415 81<sup>st</sup> Avenue NE on a six acre sites, adjacent to the City Hall and Police Station. He reported that currently the site is used as district office space though the building is being renovated to house the Early Childhood School and Transitions Program. He stated that in the past the Early Childhood School has been held in the High School however, the space needs for the Early Childhood School exceeded availability at the High School. He reported that the addition to the District Service Center will provide adequate space for the program and the services they provide to the school.

Administrator Buchholtz reported that the District Service Center property is zoned C-1 Shopping Center Commercial and guided Public/Semi-Public on the 2030 Future Land Use Plan. He stated that the Early Childhood School is a conditional use in the C-1 zoning district and consistent with the Comprehensive Plan and the CUP will only apply to the use for the Early Childhood School and is independent of the expansion and renovation of the District Service Center.

Administrator Buchholtz stated that Section §153.202 of the City of Spring Lake Park Zoning Code outlines the requirements to approve a CUP. He stated that the applicant has provided evidence establishing the following:

- a. The Early Childhood School will provide necessary services to the community. Allowing for expansion of the program will help to promote the school and provide the necessary classroom space for young children and families in the district.
- b. The use will be located at the rear of the property which abuts wetlands and industrial uses. The new classroom expansion will not have any negative impact on these adjacent uses.
- c. The applicant states that the proposed use will comply with the zoning code. Schools area conditional uses in residential and commercial districts (prohibited in industrial districts) and are subject to this review, regardless the proposed site.
- d. It it a permitted use by the District in Appendix D of the zoning code.

- e. The addition of the Early Childhood School will have limited impact on neighboring properties. Surrounding properties are industrial in use and the City's municipal offices.
- f. The use (and building expansion) will be in the rear of the property and have no impact on property values or scenic views in the area.
- g. The applicant states in their application that existing roadways and access points on 81<sup>st</sup> Avenue NE will be adequate for the Early Childhood School. Additional information about traffic and parking is included in the Issues and Concerns.
- h. The School District has worked through parking requirement calculations with the City and will be providing ample parking spaces for the use. In Appendix A: Schedule of Off-Street Parking and Loading Requirements, it is determined that an elementary school must have two spaces per classroom.
- i. The proposed site plan indicates the addition of new ponding areas at the rear of the site to accommodate storm water runoff. The applicant is also working with the Rice Creek Watershed District through their permitting processes.
- j. The proposed use will not include offensive odors, fumes, dust, noise, or vibrations. Effective measures will be taken during the construction process to limit these nuisances.
- k. The proposed use at the District Service Center will not impact future growth or stimulate incompatible growth. Surrounding properties are zoned commercial and industrial and the addition of a school should have no impact on how or if those properties redevelop.

Administrator Buchholtz stated that through the review of the application for the Early Childhood School, the City identified numerous potential issues. He reported that although the site has ample parking, it is important to note that students at the school will be very young and likely arrive by family vehicle. He stated that unlike older students who may arrive by bus or be dropped off, these young children will need supervision to and from the classroom meaning vehicles will be parked for more than a few minutes and extra attention should be given to safe parking. He stated that in email conversations, the applicant has stated that drop off will involve parents parking and walking into the school. He stated that the applicant should work with the City Engineer to establish a crosswalk within the parking lot area and appropriate signage to facilitate safe pedestrian movement throughout the parking lot.

Administrator Buchholtz stated that given the nature of many early childhood programs, these classes and services are often offered in evenings for families. He noted that special attention should be given to lighting around the school and the parking lot areas for safety measures. He reported that the applicant has stated that they will rely on the existing parking lot lights, located in two central median and in the far northwest corner of the site.

Administrator Buchholtz reported that in order to accommodate the building expansion and ponding at the rear of the site, many existing trees will be removed. He stated that the proposed addition to the District Service Center includes a new play area on the west side of the building, adjacent to the City Hall and Police Station parking lot. He stated that the proximity to these parking areas as well as 81<sup>st</sup> Avenue presents a potential danger to the students during outdoor play time, should they leave the designated play area. He reported that fencing this area will be important for the safety of the children. He stated that the applicant has clarified that fencing will be included in the surrounding play area.

Administrator Buchholtz reported that the Planning Commission recommends approval of the application for CUP to allow a school in the C-1 district with the following conditions:

1. Parking and drop off areas, including a crosswalk and signage, will be designed for safe movement of cars and pedestrians, especially young children, to be approved by the City Engineer.
2. Lighting on and around the new addition will be adequate for safe movement of cars and pedestrians, to be approved by the City Engineer.
3. Fencing will be provided around the proposed play area, to be approved by the City Engineer.

Councilmember Nelson inquired if there will be a fence around the entire play area and expressed his concern with the storm water pond area. He stated he would like extra attention to be paid to that area. Engineer Gravel stated that he make note and discuss it further with the architects.

Councilmember Goodboe-Bisschoff inquired if this renovation was part of the referendum that was passed in 2016. Administrator Buchholtz stated it was and Mr. Beery confirmed as well.

Councilmember Goodboe-Bisschoff inquired as to what the age of the children will be at the facility. Mr. Beery stated that the children will be in the three to four year old range.

Councilmember Delfs expressed his concern with the storm water pond and the possible attraction to the water and small children. He noted that the Planning Commission discussed the slope of the bank to the pond with the architect.

Mayor Hansen inquired if the lighting plan had been discussed with the City Engineer. Mr. Beery stated that lights will be placed on existing light poles and when they are illuminated, they will not exceed the amount of lighting required.

MOTION MADE BY COUNCILMEMBER NELSON TO APPROVE RESOLUTION 18-08 APPROVING A CONDITIONAL USE PERMIT FOR AN EARLY CHILDHOOD SCHOOL AT 1415 81<sup>ST</sup> AVENUE NE. ROLL CALL VOTE: COUNCILMEMBERS NELSON, WENDLING, DELFS AND MAYOR HANSEN – AYE. COUNCILMEMBER GOODBOE-BISSCHOFF NAY. MOTION CARRIED.

E. Resolution 18-09 Hearing on Proposed Reassessment for Spring Lake Park Terrace Property for the 2014-2015 Street Improvement Project

Administrator Buchholtz reported that on August 5, 2015, the City Council levied special assessments against the benefiting properties for the Arthur Street reconstruction, one of the city's projects in the 2014-2015 Street Improvement program. He stated that the City received an appeal from GJW Group, Ltd, owner of Spring Lake Park Terrace Mobile Home Park. He stated that they challenged their special assessment of \$50,912.05.

Administrator Buchholtz explained that the special assessment appeal went to trial on September 25, 2017 and the City recently received word that the original special assessment of \$50,912.05 has been set aside. He stated that the Court ruled that the special benefit for this property for the Arthur Street project is \$43,000 and that the special assessment cannot exceed this amount. He stated that the Court ordered the City to reassess the property in accordance with Minnesota Statute 429.081 and 429.071, subd. 2.

Administrator Buchholtz reported that staff is requesting the City Council to call a hearing on the proposed assessment of the Spring Lake Park Terrace property for April 2, 2018. He stated that staff recommends reassessing the property at \$43,000, consistent with the Court's ruling.

Administrator Buchholtz stated that should the City Council accept this recommendation, the assessment will be as follows:

Reassessment:	\$43,000.00
Credit (2016 principal + excess interest)	( 5,471.31)
Credit (2017 principal + excess interest)	( 5,340.44)
Total Remaining Assessment	\$32,188.25

He stated that the assessment would begin upon adoption of the assessment roll with the first payment due with property taxes payable in 2019. The assessment will conclude with the final tax payment in 2025, which is the same end date as the other properties assessed for the Arthur Street improvements.

He reported that that City Council will hold a public hearing on the proposed assessment in the same manner as the original assessment. He stated that staff will handle preparation of the notice, publication of the notice in the newspaper of record and delivery of the notice to the property owner.

Councilmember Goodboe-Bisschoff inquired what the time limit is for an appeal to be filed on the special assessment. Administrator Buchholtz explained that under normal circumstances a written appeal must be submitted to the City Administrator prior to the assessment hearing. He stated that this assessment cannot be appealed as the assessment was certified on August 5, 2015.

MOTION MADE BY MAYOR HANSEN TO APPROVE RESOLUTION 18-09 A RESOLUTION FOR HEARING ON PROPOSED REASSESSMENT OF SPRING LAKE PARK TERRACE PROPERTY FOR THE 2014-2015 STREET IMPROVEMENT PROJECT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

#### 10. New Business

##### A. Phone System Proposal

Administrator Buchholtz reported that the City utilizes a phone system that is approximately 15 years old. He stated that the voicemail system is on an obsolete platform, the firmware is severely out of date and the box is beginning to experience intermittent failures. He stated that staff budgeted for a system replacement in the 2018 Equipment Certificate.

Administrator Buchholtz reported that staff met with several vendors to discuss a phone system replacement. He stated that after a meeting with Cady Business Technologies, staff discovered that the bulk of the system could be reutilized, saving the City significant dollars on the upgrade.

Administrator Buchholtz reported that cost of the upgrade is \$3,980 and includes the Mitel MiVoice office system, the MiVoice office voicemail, and software support. He stated that the staff will be able to utilize the existing phones and infrastructure. He reported that several phones will need to be replaced due to the failure of the LED screens.

Administrator Buchholtz reported that staff is also researching adding several Mitel Phone Manager licenses to the system to add additional functionality to the system and can be added at any time. He stated that it would

be a \$3,020 upgrade to the system, but could result in monthly savings through its cell phone plan.

Administrator Buchholtz stated that the equipment certificate included \$26,718, which would be the normal price of a full replacement of the Mitel System.

Administrator Buchholtz reported that Central Telephone priced the new phone system at \$14,646, which is well under budget. He stated that based on conversations with both the current Mitel vendor, Integra, and Cady Business Systems, staff believes this upgrade to be the most cost effective option for the City while improving the functionality of the existing phone system. He stated that Cady came in at \$3,980, while Integra came in at \$4,563. He noted that in addition, Cady's service plan cost is lower than what is currently paid to Integra, saving the City approximately \$600 per year.

Councilmember Delfs inquired as to why all the phones would not be replaced. Administrator Buchholtz stated that most of the existing phones are in working order and can be replaced as they wear out. He stated that money will be saved by replacing the phones as needed.

**MOTION MADE BY MAYOR HANSEN TO APPROVE PHONE SYSTEM UPGRADE TO CADY BUSINESS TECHNOLOGIES. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.**

B. Request for CUP/SUP Revocation Hearing – 1540 County Highway 10 NE

Building Official Brainard reported that Ultimate Auto and Customs located at 1540 County Highway 10 were issued a special use permit by the Spring Lake Park City Council on February 3, 2014. He stated that within the past 19 months, Ultimate Auto and Customs has accumulated 11 letters of violations of their Special Use permit, including 21 Administrative Offense tickets, totaling \$3,690.37 in unpaid fines that were assessed to their taxes in November 2017.

Mr. Brainard reported that the most recent letter of violation was dated January 11, 2018. He stated that in his attempt to hand deliver the notice letter, the doors of Ultimate Auto were locked and the parking lot had not been plowed. He stated that on January 18, 2018, he delivered the notice to the owner's mother and she would not state if the business was still open and stated that it was being turned back to the bank.

Mr. Brainard stated that on November 6, 2107, the Spring Lake Park City Council adopted ordinance number 441, amending Chapter 153 of the Spring Lake Park Code of Ordinances regarding Conditional and Special Use Permit Revocation. He stated that Ordinance 441 provides the Code Enforcement the ability to suspend or revoke all existing conditional and special use permits within the City of Spring Lake Park for violations of any conditions of the permit and City code. He stated that as of January 29, 2018, Zoning Administrator Buchholtz has not received a written request within the ten days of the notice of violation, for an appeal as outlined in Ordinance 441.

Mr. Brainard stated that he is requesting that the City Council immediately set a revocation hearing of the special use permit at 1540 County Highway 10 NE for Ultimate Auto and Customs. He noted that the hearing will be in accordance to Administrative Procedures Act (M.S. 14.57 to 14.70).

**MOTION MADE BY MAYOR HANSEN TO APPROVE REQUEST FOR CUP/SUP REVOCATION HEARING FOR ULTIMATE AUTO AND CUSTOMS AT 1540 HIGHWAY 10 NE. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.**

C. Approve Quote to Move Electronic Sign from Central Park Liquor to Community Sign

Administrator Buchholtz reported that the City Council directed staff to work with the City's vendor, Scenic Signs, to facilitate the move of the electronic sign from the Central Park Liquor property to replace the community sign.

Administrator Buchholtz reported that the cost of the move will be \$16,530.00. He stated that this cost includes the cost of removing the existing cabinet on the community sign to accept the Central Park Liquor sign, to retrofit the sign lighting to LED, produce new sign faces to incorporate the new logo, move the Central Park Liquor sign, and convert sign to internet based connectivity.

He reported that the funds would be utilized from the Revolving Construction fund to cover the cost of the retrofit and move. He stated that staff recommends approval of the quote so that removal can be scheduled to occur before April 30, 2018.

Councilmember Wendling inquired if the same posts would be used for the new sign. Administrator Buchholtz stated that the existing posts would be used. He stated that he felt the brightness of the sign along with the availability to use graphics and LED color will make up for the smaller size of the sign.

Councilmember Goodboe-Bisschoff inquired if the City owns the larger electronic sign and if it so, could it be sold. Administrator Buchholtz stated that the City does own it however; many of the parts are no longer available. He reported that the new sign is supported over the internet and the old sign is still supported by a modem.

MOTION MADE BY MAYOR HANSEN TO APPROVE QUOTE IN THE AMOUNT OF \$16,530.00 TO MOVE THE ELECTRONIC SIGN FROM CENTRAL PARK LIQUOR TO REPLACE COMMUNITY SIGN. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

D. Liquor Store Auction Contract

Administrator Buchholtz reported that Liquor Store Manager Hachey is recommending the City Council contract with Auction Masters of Maple Grove to facilitate the auction of the store fixtures after the store closing on March 31, 2018. He stated that the contract calls for a 25% commission paid by the City, along with an additional 10% commission paid by the buyer. He stated that his commission falls in line with industry standards. He reported that the City is also responsible for a \$400 fee for marketing materials.

MOTION MADE BY MAYOR HANSEN TO APPROVE LIQUOR STORE AUCTION CONTRACT. ROLL CALL VOTE: ALL AYES. MOTION CARRIED.

11. Engineer's ReportA. Municipal State Aid Account

Mr. Gravel reported that in January, the Office of State Aid announced the 2018 Maintenance and Construction Allotments for the MSA cities as approved by the Commissioner of Transportation. He stated that the City of Spring Lake Park received the following allocations: Construction allocation of \$204,421 and Maintenance allocation of \$60,033. He stated the total combined construction and maintenance allocation for 2018 is \$272,561. He stated the 2018 total is an increase of \$32,431 from 2017. He noted that the allocation has been increasing steadily over the past five years.



Mr. Gravel stated that reimbursement requests to State Aid for previous State Aid eligible projects including the 2014-2015 Street Improvement Project. He stated that the current total pending reimbursement amount in the State Aid system is about \$973,200, which means that for the next four, or five years the City will received the construction portion of their State Aid allocation without needing to submit any additional reimbursement requests.

#### 12. Attorney's Report

Attorney Thames had no new items to report.

#### 14. Reports

##### A. Beyond the Yellow Ribbon Report

Councilmember Nelson reported that twelve dinners were served in the month of January despite the snowstorm that evening. He stated that he is organizing future events including a Hot Rod car show in May at Lakeside Park.

#### 15. Other

##### A. Administrator Reports

Administrator Buchholtz reminded residents that the caucus would be taking place on February 6, 2018. He stated that Parks and Recreation Commission meeting would be cancelled for the month of February because of the State caucus.

#### 16. Adjourn

MOTION BY COUNCILMEMBER WENDLING TO ADJOURN. VOICE VOTE: ALL AYES. MOTION CARRIED.

The meeting was adjourned at 8:25 P.M.

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Cindy Hansen, Mayor

Attest:

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Daniel R. Buchholtz, Administrator, Clerk/Treasurer



CITY OF SPRING LAKE PARK  
CLAIMS LIST APPROVED AND PAID  
GENERAL OPERATIONS

Date: Jan 2018  
Page: 1  
Claim Res.#18-01

<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63734	AARON IMIG	REIMBURSEMENT	75.00
63735	AMERICAN COUNCIL ON CRIMINAL JUSTI	SEMINAR	250.00
63736	JOSH ANTOINE	UNIFORM ALLOWANCE	52.83
63737	ASPEN MILLS	UNIFORM ALLOWANCE	1,763.18
63738	AT & T MOBILITY	MONTHLY SERVICES	1,016.95
63739	AUTOMATIC SYSTEMS CO	SERVICE-PARTS	673.65
63740	BARBARA GOODBOE-BISSCHOFF	REIMBURSEMENT	46.76
63741	GLENN BAUER	REIMBURSEMENT	277.29
63742	BLAKE DRILLING CO., INC	SERVICES	3,887.00
63743	RANDY BROWN	UNIFORM ALLOWANCE	315.66
63744	BUREAU OF CRIM APPREHENSION	CJDN ACCESS FEE	390.00
63745	CARSON, CLELLAND & SCHREDER	LEGAL FEES	11,790.82
63746	CENTERPOINT ENERGY	MONTHLY UTILITIES	40.00
63747	CITY OF ROSEVILLE	IT SUPPORT	536.00
63748	COMPUTER INTERGRATION TECHNOLOG	1 YEAR PRO SUPPORT	398.00
63749	COON RAPIDS CHRYSLER	AUTO SERVICES	19.88
63750	COTTENS INC	PARTS/AUTO SERVICES	340.42
63751	DAVE PERKINS CONTRACTING INC	WATER MAIN REPAIR	3,734.00
63752	BRETT DEBOER	REIMBURSEMENT	400.00
63753	ECM PUBLISHERS, INC.	PUBLISHING	559.00
63754	KAREN FISKE	REIMBURSEMENT	69.17
63755	FRIENDLY CHEVROLET GEO. INC.	AUTO SERVICES	237.34
63756	G & K SERVICES	MATS	81.88
63757	GOPHER STATE ONE-CALL INC	LOCATES	32.40
63758	HAWKINS WATER TREATMENT	PARTS	5,670.59
63759	HELEN RICHARD	RECREATION REFUND	10.00
63760	HOTSY EQUIPMENT OF MN	PARTS	349.05
63761	HOUSE OF PRINT	RECREATION WINTER CATALOG	3,645.93
63762	INSTRUMENTAL RESEARCH INC	TOTAL COLIFORM BACTERIA	72.00
63763	KEEPRS, INC	GLOCK TRAINING GUND/U.ALLOW	977.99
63764	LINDA PRENTIS	RECREATION REFUND	10.00
63765	MANSFIELD OIL COMPANY	FUEL	2,764.07
63766	MARY BETH WATERMAN	RECREATION REFUND	10.00
63767	METRO TREE AND CRANE SERVICE	SERVICES	2,350.00
63768	MIEKO LARSON	RECREATION REFUND	10.00
63769	CITY OF MINNEAPOLIS	APS TRANSACTIONS	226.80
63770	NORTH COUNTRY FORD	AUTO SERVICES	372.50
63771	OFFICE DEPOT	OFFICE SUPPLIES	57.12
63772	QUILL	OFFICE SUPPLIES	99.23
63773	RAMSEY COUNTY-PRR	TURTH IN TAXATION REIMB	16.94

CITY OF SPRING LAKE PARK  
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63774	SCHAAF FLORAL	SYMPATHY: BAUER/GILBERT	184.98
63775	SCHELEN-GRAY AUTO ELECTRIC	SERVICES	139.99
63776	SHRED-IT USA	SHREDDING SERVICES	88.86
63777	SLP FIRE DEPARTMENT	RESCUE 3 PROJ/CHIEF 1 SQUAD PROJ	84,228.57
63778	THE HOME DEPOT CREDIT SERVICES	MONTHLY SERVICES	159.74
63779	VERLEIGH KARELS	RECREATION REFUND	20.00
63780	WALTERS RECYCLING REFUSE SERV	MONTHLY SERVICES	4,860.54
63781	WARGO NATURE CENTER	INSTRUCTOR	100.00
63782	ZARNOTH BRUSH WORKS INC	BROOM	832.05
63783	DVS RENEWAL	TABS BUILDING/PW	320.00
63784	AFLAC	VEHICLE TABS	22.17
63785	CENTRAL PENSION FUND	PAYROLL	260.04
63786	DEARBORN NATIONAL	PAYROLL	500.41
63787	DELTA DENTAL	PAYROLL	1,617.56
63788	FIDELITY SECURITY LIFE	PAYROLL	31.35
63789	HEALTH PARTNERS	PAYROLL	11,944.84
63790	L.E.L.S.	PAYROLL	245.00
63791	LOCAL 49	PAYROLL	103.50
63792	NCPERS MINNESOTA-7750811	PAYROLL	88.00
63793	CORRPRO COMPANIES INC	INSPECTION SERVICES	1,660.00
63794	MICHAEL LEDMAN	INSTRUCTOR	144.00
63795	MN DEP'T OF LABOR & INDUSTRY	2ND, 3RD, 4TH QTR SURCHARGES	6,780.99
63796	NORTHLAND SECURITIES INC	CERT.FEES G.O EQUIP CERT	665.00
63797	OFFICE OF MN.IT SERVICES	PD FIBER OPTICS	46.40
63798	PERFECT 10 CAR WASH	AUTO SERVICES	63.92
63799	KENNETH A. TOLZMANN, SAMA	4TH QTR PROPERTY TAX ASSESSMENT	8,724.00
63800	WASTE MANAGEMENT OF WI-MN	MONTHLY SERVICES	7,023.38
63801	WATER CONSERVATION SERVICE INC	SERVICES	294.08
63802	ALLEGRA PRINT & IMAGING	PRINTING	2,434.80
63803	AMERICAN MESSAGING	MONTHLY SERVICES	7.20
63804	ANNE ZIMMERMANN	RECREATION REFUND	68.00
63806	ANOKA COUNTY CHIEFS OF POLICE ASSO	DUES/MEMBERSHIP EXPENSES	138.00
63807	BATTERIES PLUS BULBS	BATTERIES	44.95
63808	CITY OF ROSEVILLE	DATA SERVICES	5,227.00
63809	COMM-WORKS, LLC	PARK CAMERA SERVICES	125.00
63810	COMPUTER INTERGRATION TECHNOLOG	MONTHLY SERVICES	2,000.00
63811	COON RAPIDS CHRYSLER	AUTO SERVICES	55.00
63812	COTTENS INC	PARTS	73.23

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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63813	DOUGLAS EBELTOFT	UNIFORM ALLOWANCE	695.33
63814	EMBEDDED SYSTEMS, INC	SIRE MAINT SERVICES	553.50
63815	FRIENDLY CHEVROLET GEO. INC.	PARTS	64.82
63816	G & K SERVICES	MATS	81.88
63817	GREENHAVEN PRINTING	PRINTING	1,660.45
63818	HYDRO KLEAN	TELEWISE P.I.P.E PROGRAM	7,011.61
63819	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	520.86
63820	JAMES NELSON	RECREATION REFUND	29.00
63821	GARY KING	INSTRUCTOR	500.00
63822	RICHARD KRAMER	UNIFORM ALLOWANCE	86.01
63823	LEAGUE OF MN CITIES	LEADERSHIP CONFERENCE	225.00
63824	LIZ OLSON	RECREATION REFUND	46.00
63825	MANSFIELD OIL COMPANY	FUEL	952.04
63826	MARCO	MAINTENANCE AGREEMENT	938.95
63827	JILL MASON	INSTRUCTOR	150.00
63828	MBPTA	MEMBERSHIP RENEWALS	100.00
63829	MERANDA WACEK	RECREATION REFUND	40.00
63830	METRO CITIES	MEMBERSHIP DUES	2,869.00
63831	METROPOLITAN COUNCIL	JAN/FEB WASTE WATER SVCS	92,426.14
63832	METROPOLITAN COUNCIL	DEC SAC ACTIVITY	4,920.30
63833	MINNESOTA RURAL WATER ASSN.	REGISTRATION TECHNICAL CONF.	460.00
63835	MN CRIME PREVENTION ASSOC	MEMBERSHIP	45.00
63836	MN PUBLIC FACILITIES AUTHORITY	LOAN REPAYMENT ON G.O BONDS	19,324.25
63837	MOCIC ATTN: MEMBERSHIP	MEMBERSHIP DUES	150.00
63838	MRPA	MEMBERSHIP DUES	280.00
63839	NASASP	MEMBERSHIP DUES	39.00
63840	NORSAN	SUPPLIES	31.80
63841	NORTH COUNTRY FORD	AUTO SERVICES	19.95
63842	NORTH METRO MAYORS ASSOC	MEMBERSHIP FEES	2,888.00
63843	OPG-3, INC.	BARCODE VALIDATION PKG	340.00
63844	PATRICIA KLINE	RECREATION REFUND	23.00
63845	ROBYN HJORTH-MARTIN	RECREATION REFUND	8.00
63846	SLP FIRE DEPARTMENT	FIRE PROTECTION/CAPITAL BUDGET	36,327.00
63847	SUSAN TAYLOR	RECREATION REFUND	23.00
63848	TASC	ADMIN FEE COBRA	30.08
63849	TRI-COUNTY LAW ENFORCEMENT ASSO	ANNUAL DUES	75.00
63850	UNIVERSITY OF MINNESOTA	SHADE TREE COURSE	420.00
63851	VINCE SMITH	RECREATION REFUND	60.00
63852	VISUAL COMPUTER SOLUTIONS	SAAS RENEWAL SERVICES	1,750.00
63853	WIPERS AND WIPES INC	SUPPLIES	1,277.74

CITY OF SPRING LAKE PARK  
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63854	ZEP SALES AND SERVICE	SUPPLIES	402.56
63855	AFLAC	PAYROLL	22.17
63856	CENTRAL PENSION FUND	PAYROLL	520.08
63857	DEARBORN NATIONAL	PAYROLL	500.41
63858	DELTA DENTAL	PAYROLL	1,617.56
63859	FIDELITY SECURITY LIFE	PAYROLL	31.35
63860	HEALTH PARTNERS	PAYROLL	11,944.84
63861	L.E.L.S.	PAYROLL	245.00
63862	LOCAL 49	PAYROLL	103.50
63863	NCPERS MINNESOTA-7750811	PAYROLL	72.00
63864	ANOKA COUNTY	OCT-DEC. DATA SERVICES	450.00
63865	ASPEN MILLS	UNIFORM ALLOWANCE	79.95
63866	CITY OF BLAINE	4TH QTR PROPERTIES BLAINE WATER	878.95
63868	CINDY HANSEN	REIMBURSEMENT	292.65
63869	LANDS' END	UNIFORM ALLOWANCE	102.80
63870	NORTHLAND SECURITIES INC	ANNUAL CONT DISCLOSURE REPORT	435.00
63871	NORTHLAND TRUST SERVICES, INC.	2017A GEN. OBLIGATION EQUIP CERT	28,158.33
63872	VALLEY-RICH CO., INC.	EQUIPMENT	6,740.54
63873	ANOKA COUNTY	LANGUAGE LINE	14.42
63874	ASPEN MILLS	UNIFORM ALLOWANCE	16.85
63875	BARRY AND DIANE MICHELSON	RECREATION REFUND	46.00
63876	BOYER FORD TRUCKS	AIR SET CONTROLLER	61.31
63877	CENTERPOINT ENERGY	MONTHLY UTILITIES	1,695.12
63878	COMCAST	MONTHLY SERVICES	105.92
63879	COMMERS PRINTING INC	PRINTING	158.50
63880	CONNEXUS ENERGY	MONTHLY UTILITIES	406.34
63881	CORE & MAIN LP	PARTS	4,169.40
63882	COTTENS INC	PARTS	20.25
63883	ECM PUBLISHERS, INC.	PUBLISHING	145.13
63884	FLEETPRIDE	PARTS	165.47
63885	GOPHER STATE ONE-CALL INC	ANNUAL FACILITY OPERATOR FEE	50.00
63886	GREEN LIGHTS RECYCLING INC	RECYCLING EVENT	2,088.15
63887	MANSFIELD OIL COMPANY	FUEL	998.68
63888	MICAH EL EGGERTH	RECREATION REFUND	100.00
63889	MINNEAPOLIS SAW	PARTS	142.66
63890	MINNESOTA POLLUTION CONTROL	CONFERENCE	390.00
63891	MUNICI-PALS	DUES/MEMBERSHIP EXPENSES	25.00
63892	OFFICE DEPOT	OFFICE SUPPLIES	280.78
63893	CITY OF SPRING LAKE PARK - PETTY CASH	RECREATION-REIMBURSEMENT	364.80
63894	SHRED-IT USA	SHREDDING SERVICES	88.86

CITY OF SPRING LAKE PARK  
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<u>VOUCHER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
63895	TASC	HRA ADMIN FEE	396.00
63896	TONY GLAVAN	RECREATION REFUND	15.00
63897	WALTERS RECYCLING REFUSE SERV	MONTHLY SERVICES	405.06
63898	CHRIS LAMMERS	INSTRUCTOR	54.00
63899	XCEL ENERGY	MONTHLY UTILITIES	13,264.90
63900	ANOKA COUNTY	LOCAL GOV'T OFFICALS MTG	11.25
63901	COLLEEN STENNERT	RECREATION REFUND	23.00
63902	HACH COMPANY	SUPPLIES	1,018.59
63903	HYDRAULIC SPECIALTY INC	PARTS	180.12
63904	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	210.38
63905	MANSFIELD OIL COMPANY	FUEL	909.54
63906	THE GOOD YEAR TIRE & SERVICE	TIRES	381.44
63907	THE HOME DEPOT CREDIT SERVICES	MONTHLY CREDIT CARD	72.00
63908	U.S.T.I.	W2'S, 1099'S, ENVELOPES	320.00
63909	AMERICAN LEGAL	INTERNET RENEWAL	495.00
63910	AT & T MOBILITY	MONTHLY SERVICES	1,210.71
63911	CENTERPOINT ENERGY	MONTHLY UTILITIES	2,068.68
63912	G & K SERVICES	MATS	81.88
63913	IDC AUTOMATIC	SERVICES	201.50
63914	MANSFIELD OIL COMPANY	FUEL	1,053.15
63915	MINNESOTA POLLUTION CONTROL	MS4 GEN STORMWATER PERMIT	400.00
63916	PERMIT WORKS	SUPPORT SERVICES	2,090.00
63917	RICHFIELD BUS CO	BUS SERVICES	605.19
63918	SAFEASSURE CONSULTANTS INC.	SAFETY TRAINING	6,162.84
63919	SHEILA SWENSON	RECRATION REFUND	200.00
63920	SPRING LAKE PARK SCHOOL DISTRICT	OUTREACH MAILING LIST	35.00
63921	STANTEC	ENGINEERING FEES	12,124.86
63922	TOWMASTER	FALLS SPINNER	504.91
63923	U.S. POSTMASTER	POSTAGE PERMIT NO. 1666	450.00
63924	U.S.T.I.	ANNUAL MAINT RENEWAL	3,882.52
<b>TOTAL DISBURSEMENTS</b>			<b>475,353.56</b>

WHEREAS,  
the City Council of the City of Spring Lake Park has considered the foregoing itemized list of disbursements; and

WHEREAS,  
the City Council has determined that all disbursements, as listed, with the following exceptions:  
\_\_\_\_\_  
\_\_\_\_\_  
are proper.

NOW, THEREFORE BE IT RESOLVED:  
that the City Council directs and approves the payment of the aforementioned disbursements  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_  
Mayor

Councilmembers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, Admin/Clerk-Treasurer



CITY OF SPRING LAKE PARK  
CLAIMS APPROVED AND PAID

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FUND: LIQUOR OPERATIONS

<u>VOUCHER VENDOR</u>	<u>EXPLANATION</u>	<u>AMOUNT</u>
30455 DEARBORN NATIONAL	PAYROLL 12/24/17-1/6/18	\$ 46.25
30456 DELTA DENTAL	PAYROLL 12/24/17-1/6/18	\$ 130.86
30457 FIDELITY SECURITY LIFE	PAYROLL 12/24/17-1/6/18	\$ 3.29
30458 HEALTH PARTNERS	PAYROLL 12/24/17-1/6/18	\$ 587.62
30459 MN TEAMSTER	PAYROLL 12/17/17-12/30/17	\$ 49.50
30460 DEARBORN NATIONAL	PAYROLL 1/7/18-1/20/18	\$ 46.25
30461 DELTA DENTAL	PAYROLL 1/7/18-1/20/18	\$ 130.86
30462 FIDELITY SECURITY LIFE	PAYROLL 1/7/18-1/20/18	\$ 3.29
30463 HEALTH PARTNERS	PAYROLL 1/7/18-1/20/18	\$ 587.62
30464 MN TEAMSTER	PAYROLL 12/31/17-1/13/18	\$ 44.00
30465 BREAKTHRU BEVERAGE MINNESOTA	BEER PURCHASE	\$ 165.60
30466 CENTER POINT ENERGY	GAS SERVICE	\$ 181.57
30467 CITY OF SPRING LAKE APRK	REIMBURSEMENT	\$ 69.05
30468 CITY OF SPRING LAKE APRK	UTILITY BILL	\$ 107.83
30469 JJ TAYLOR COMPANIES	BEER PURCHASE	\$ 515.91
30470 MY ALARM CENTER	SECURITY MONITORING	\$ 172.04
30471 SILENT WATCHDOG	MONTHLY DVR RENTAL	\$ 60.00
30472 US BANK	CASH - ATM REFILL	\$ 5,000.00
30473 XCEL ENERGY	ELECTRICITY	\$ 1,805.04
30474 CENTER POINT ENERGY	GAS SERVICE	\$ 375.62
30475 CITY OF SPRING LAKE APRK	REIMBURSEMENT	\$ 830.23
30476 HY-VEE INC	LEASE AGREEMENT	\$ 1,862.90
30477 SILENT WATCHDOG	MONTHLY DVR RENTAL	\$ 60.00
30478 BERNICK'S WINE	BEER PURCHASE	\$ 264.95
30479 CAPITOL BEVERAGE SALES	CREDIT - BEER PURCHASE	\$ 8,102.60
30480 CITY OF SPRING LAKE APRK	REIMBURSEMENT	\$ 148.85
30481 CITYWIDE WINDOW SERVICES INC	CONTRACTUAL SERVICE	\$ 31.00
30482 DAHLHEIMER BEVERAGE LLC	BEER PURCHASE	\$ 323.30
30483 G & K SERVICES	OPERATIGN SUPPLIES	\$ 70.36
30484 HOHENSTEINS INC	BEER PURCHASE	\$ 269.00
30485 JJ TAYLOR COMPANIES	BEER PURCHASE	\$ 1,115.00
30486 JOHNSON BROTHERS LIQUOR CO	LIQUOR - WINE PURCHASE	\$ 140.67
30487 PLAYNETWORK	MEDIA SERVICES	\$ 32.01
30488 POPP.COM	PHONE SERVICE	\$ 201.90
30489 SOUTHERN GLAZER'S OF MN	LIQUOR PURCHASE	\$ 7.79
30490 TRIO SUPPLY COMPANY	OPERATING SUPPLIES	\$ 245.92
	<b>E-CHECKS</b>	<b>\$ 7,350.54</b>
TRANSFER TO PAYROLL	PAYROLL (1/5/18)	\$ 9,720.33
TRANSFER TO PAYROLL	PAYROLL (1/19/18)	\$ 8,304.58
	SALES TAX (Dec.)	\$ 15,764.00
	OTP TAX (Dec.)	\$ -
	<b>TOTAL DISBURSEMENTS</b>	<b>\$ 64,928.13</b>

WHEREAS,

the City Council of the City of Spring Lake Park has considered the foregoing itemized list of disbursements; and

WHEREAS,

the City Council has determined that all disbursements, as listed, with the following exceptions:

\_\_\_\_\_  
\_\_\_\_\_  
are proper.

NOW, THEREFORE BE IT RESOLVED:

that the Council directs and approves the payment of the aforementioned disbursements this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signed: \_\_\_\_\_  
Mayor

Councilmembers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

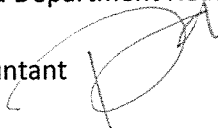
ATTEST:

\_\_\_\_\_  
Daniel Buchholtz, Administrator/Clerk-Treasurer

MEMORANDUM

DATE: Thursday, February 15, 2018

TO: Mayor, City Council and Department Heads

FROM: Peggy Anderson, Accountant 

RE: Budget to Date (as of January 31, 2018)

Attached is the January, 2018 Budget to Date for revenue and expenditures. A strict adherence to the year-to-date ratio would have each expenditure line item with **91.66% remaining**. The overall General Fund ratio is **92.76%**.

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2018-1 Ending January 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
101.00000.31010 CURRENT TAXES	\$ 2,999,913.00	\$ 0.00	\$ 2,999,913.00	\$ 0.00	100.00%
101.00000.32110 LIQUOR LICENSES	29,800.00	43.00	29,800.00	43.00	99.86%
101.00000.32179 PAWN SHOP LICENSES	6,352.00	0.00	6,352.00	0.00	100.00%
101.00000.32180 CIGARETTE,DANCE,BINGO,MIS	6,000.00	0.00	6,000.00	0.00	100.00%
101.00000.32181 SIGN PERMITS	5,000.00	3,500.00	5,000.00	3,500.00	30.00%
101.00000.32208 CONTRACTORS LICENSES	7,500.00	675.00	7,500.00	675.00	91.00%
101.00000.32210 BUILDING PERMIT	78,000.00	2,027.55	78,000.00	2,027.55	97.40%
101.00000.32211 BUILDING PERMIT SURCHARG	3,000.00	48.89	3,000.00	48.89	98.37%
101.00000.32230 PLUMBING PERMIT	4,300.00	135.00	4,300.00	135.00	96.86%
101.00000.32231 PLUMBING PERMIT SURCHAR	300.00	3.00	300.00	3.00	99.00%
101.00000.32232 HEATING & A/C PERMITS	8,780.00	500.00	8,780.00	500.00	94.31%
101.00000.32233 HTG & A/C SURCHARGES	400.00	11.00	400.00	11.00	97.25%
101.00000.32240 PET LICENSE	400.00	32.00	400.00	32.00	92.00%
101.00000.32260 CERTIFICATE OF OCCUPANCY	3,000.00	0.00	3,000.00	0.00	100.00%
101.00000.32261 VACANT PROPERTY REGISTR	5,200.00	400.00	5,200.00	400.00	92.31%
101.00000.33401 LOCAL GOVERNMENT AID	393,159.00	0.00	393,159.00	0.00	100.00%
101.00000.33404 PERA INCREASE AID	5,775.00	0.00	5,775.00	0.00	100.00%
101.00000.33416 POLICE TRAINING REIMB	3,200.00	0.00	3,200.00	0.00	100.00%
101.00000.33421 INSURANCE PREMIUM-POLICE	90,000.00	0.00	90,000.00	0.00	100.00%
101.00000.34102 ZONING LETTERS	0.00	100.00	0.00	100.00	0.00%
101.00000.34103 SPEC USE,ZONING,SUB-DIV	3,200.00	45.00	3,200.00	45.00	98.59%
101.00000.34104 PLAN REVIEW FEES	20,000.00	227.54	20,000.00	227.54	98.86%
101.00000.34105 SALE OF MAPS,COPIES ETC	300.00	59.00	300.00	59.00	80.33%
101.00000.34107 ASSESSMENT SEARCHES	100.00	0.00	100.00	0.00	100.00%
101.00000.34108 ADMINISTRATION SAC CHARG	70.00	0.00	70.00	0.00	100.00%
101.00000.34109 FILING FEES	60.00	0.00	60.00	0.00	100.00%
101.00000.34111 ADM. GAMBLING EXPENSES	34,033.00	0.00	34,033.00	0.00	100.00%
101.00000.34115 GUN RANGE FACILITY USE	375.00	0.00	375.00	0.00	100.00%
101.00000.34117 ROOM-FACILITY RENTAL	50.00	75.00	50.00	75.00	(50.00)%
101.00000.34201 POLICE & FIRE ALARM PERMIT	1,250.00	0.00	1,250.00	0.00	100.00%
101.00000.34204 RENTAL HOUSING REGISTRATI	52,770.00	12,333.82	52,770.00	12,333.82	76.63%
101.00000.34205 RIGHT OF WAY APPLICATIONS	1,500.00	0.00	1,500.00	0.00	100.00%
101.00000.34801 INSURANCE DIVIDENDS	10,000.00	0.00	10,000.00	0.00	100.00%
101.00000.34950 REFUNDS & REIMB	4,000.00	0.00	4,000.00	0.00	100.00%
101.00000.35101 COURT FINES	65,000.00	0.00	65,000.00	0.00	100.00%
101.00000.35102 ADM OFFENSE FINES	3,500.00	210.00	3,500.00	210.00	94.00%
101.00000.35349 MN DRIVING DIVERSION PROG	500.00	0.00	500.00	0.00	100.00%
101.00000.35350 DETOX TRANSPORTATION	200.00	0.00	200.00	0.00	100.00%
101.00000.36210 INTEREST EARNINGS	20,000.00	0.00	20,000.00	0.00	100.00%
101.00000.36901 LIAISON OFFICER	77,406.00	0.00	77,406.00	0.00	100.00%
101.00000.39100 CPWL REIM FOR SERVICES	4,000.00	0.00	4,000.00	0.00	100.00%
101.00000.39202 TRANSFER FROM PUBLIC UTILI	47,740.00	0.00	47,740.00	0.00	100.00%
101.00000.39203 CONTRIBUTION FROM LIQUOR	75,000.00	0.00	75,000.00	0.00	100.00%
101.00000.39206 TRANSFER FROM RECYCLING	2,500.00	0.00	2,500.00	0.00	100.00%
101.00000.39207 TRANSFER FROM RECREATIO	60,000.00	0.00	60,000.00	0.00	100.00%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2018-1 Ending January 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	4,133,633.00	20,425.80	4,133,633.00	20,425.80	99.51%
Total GENERAL FUND Revenues	\$ 4,133,633.00	\$ 20,425.80	\$ 4,133,633.00	\$ 20,425.80	99.51%

## Expenditures

## MAYOR AND COUNCIL Expenditures

101.41110.01030 PART TIME EMPLOYEES	\$ 31,296.00	\$ 2,607.88	\$ 31,296.00	\$ 2,607.88	91.67%
101.41110.01211 DEFINED CONTR PLAN/PERA	1,685.00	105.57	1,685.00	105.57	93.73%
101.41110.01220 FICA/MC CONTRIBUTIONS-EMP	2,395.00	199.50	2,395.00	199.50	91.67%
101.41110.01510 WORKERS COMPENSATION	50.00	0.00	50.00	0.00	100.00%
101.41110.02100 OPERATING SUPPLIES	511.00	0.00	511.00	0.00	100.00%
101.41110.03310 TRAVEL EXPENSE	320.00	0.00	320.00	0.00	100.00%
101.41110.03500 PRINTING & PUBLISHING	1,800.00	0.00	1,800.00	0.00	100.00%
101.41110.04300 CONFERENCE & SCHOOLS	2,805.00	3,124.25	2,805.00	3,124.25	(11.38%)
101.41110.04330 DUES & SUBSCRIPTIONS	12,757.00	2,869.00	12,757.00	2,869.00	77.51%
101.41110.04955 DISCRETIONARY	3,800.00	0.00	3,800.00	0.00	100.00%
Total MAYOR AND COUNCIL Expenditures	57,419.00	8,906.20	57,419.00	8,906.20	84.49%

## ADMINISTRATION Expenditures

101.41400.01010 FULL TIME EMPLOYEES	298,395.00	23,584.85	298,395.00	23,584.85	92.10%
101.41400.01050 VACATION BUY BACK	6,000.00	0.00	6,000.00	0.00	100.00%
101.41400.01210 PERA CONTRIBUTIONS-EMPLO	22,380.00	1,761.92	22,380.00	1,761.92	92.13%
101.41400.01220 FICA/MC CONTRIBUTIONS-EMP	23,286.00	1,762.78	23,286.00	1,762.78	92.43%
101.41400.01300 HEALTH INSURANCE	48,520.00	4,234.94	48,520.00	4,234.94	91.27%
101.41400.01313 PRUDENTIAL LIFE INSURANCE	230.00	19.02	230.00	19.02	91.73%
101.41400.01510 WORKERS COMPENSATION	2,500.00	0.00	2,500.00	0.00	100.00%
101.41400.02000 OFFICE SUPPLIES	3,848.00	520.86	3,848.00	520.86	86.46%
101.41400.02030 PRINTED FORMS	1,794.00	106.67	1,794.00	106.67	94.05%
101.41400.02100 OPERATING SUPPLIES	625.00	0.00	625.00	0.00	100.00%
101.41400.02220 POSTAGE	3,445.00	401.90	3,445.00	401.90	88.33%
101.41400.03210 TELEPHONE	750.00	192.03	750.00	192.03	74.40%
101.41400.03310 TRAVEL EXPENSE	3,300.00	230.76	3,300.00	230.76	93.01%
101.41400.03500 PRINTING & PUBLISHING	460.00	0.00	460.00	0.00	100.00%
101.41400.03550 COUNTY FEES FOR SERVICE	2,500.00	0.00	2,500.00	0.00	100.00%
101.41400.04050 MAINTENANCE AGREEMENTS	7,192.00	808.66	7,192.00	808.66	88.76%
101.41400.04300 CONFERENCE & SCHOOLS	6,425.00	600.00	6,425.00	600.00	90.66%
101.41400.04330 DUES & SUBSCRIPTIONS	780.00	25.00	780.00	25.00	96.79%
101.41400.04500 CONTRACTUAL SERVICES	4,245.00	539.43	4,245.00	539.43	87.29%
Total ADMINISTRATION Expenditures	436,675.00	34,788.82	436,675.00	34,788.82	92.03%

## ASSESSOR Expenditures

101.41500.04000 CONTRACTUAL SERVICE	35,500.00	0.00	35,500.00	0.00	100.00%
Total ASSESSOR Expenditures	35,500.00	0.00	35,500.00	0.00	100.00%

## AUDIT &amp; ACCTG SERVICES Expenditures

101.41540.03010 AUDIT & ACCTG SERVICES	9,847.00	0.00	9,847.00	0.00	100.00%
Total AUDIT & ACCTG SERVICES Expenditures	9,847.00	0.00	9,847.00	0.00	100.00%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2018-1 Ending January 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>I.T. SERVICES Expenditures</b>					
101.41600.04000 I.T. SERVICES	28,580.00	2,351.83	28,580.00	2,351.83	91.77%
<b>Total I.T. SERVICES Expenditures</b>	<b>28,580.00</b>	<b>2,351.83</b>	<b>28,580.00</b>	<b>2,351.83</b>	<b>91.77%</b>
<b>LEGAL FEES Expenditures</b>					
101.41610.03040 LEGAL FEES	120,000.00	0.00	120,000.00	0.00	100.00%
<b>Total LEGAL FEES Expenditures</b>	<b>120,000.00</b>	<b>0.00</b>	<b>120,000.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>ENGINEERING FEES Expenditures</b>					
101.41710.03030 ENGINEERING FEES	9,000.00	150.00	9,000.00	150.00	98.33%
<b>Total ENGINEERING FEES Expenditures</b>	<b>9,000.00</b>	<b>150.00</b>	<b>9,000.00</b>	<b>150.00</b>	<b>98.33%</b>
<b>PLANNING &amp; ZONING Expenditures</b>					
101.41720.02100 OPERATING SUPPLIES	117.00	0.00	117.00	0.00	100.00%
101.41720.02220 POSTAGE	175.00	0.00	175.00	0.00	100.00%
101.41720.03500 PRINTING & PUBLISHING	800.00	0.00	800.00	0.00	100.00%
101.41720.04000 PLANNER FEES	500.00	0.00	500.00	0.00	100.00%
<b>Total PLANNING &amp; ZONING Expenditures</b>	<b>1,592.00</b>	<b>0.00</b>	<b>1,592.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>GOVERNMENT BUILDING Expenditures</b>					
101.41940.01010 FULL TIME EMPLOYEES	14,462.00	1,153.18	14,462.00	1,153.18	92.03%
101.41940.01013 OVERTIME	0.00	77.99	0.00	77.99	0.00%
101.41940.01050 VACATION BUY BACK	350.00	0.00	350.00	0.00	100.00%
101.41940.01210 PERA CONTRIBUTIONS-EMPLO	1,085.00	92.34	1,085.00	92.34	91.49%
101.41940.01220 FICA/MC CONTRIBUTIONS-EMP	1,133.00	100.82	1,133.00	100.82	91.10%
101.41940.01300 HEALTH INSURANCE	2,185.00	195.68	2,185.00	195.68	91.04%
101.41940.01313 PRUDENTIAL LIFE INSURANCE	13.00	1.04	13.00	1.04	92.00%
101.41940.01510 WORKERS COMPENSATION	500.00	0.00	500.00	0.00	100.00%
101.41940.02100 OPERATING SUPPLIES	8,000.00	1,875.86	8,000.00	1,875.86	76.55%
101.41940.02200 REPAIR & MAINTENANCE	7,200.00	212.48	7,200.00	212.48	97.05%
101.41940.02280 UNIFORMS,SAFETY SHOES	750.00	125.00	750.00	125.00	83.33%
101.41940.03210 TELEPHONE	8,345.00	448.00	8,345.00	448.00	94.63%
101.41940.03810 ELECTRIC UTILITIES	23,000.00	347.47	23,000.00	347.47	98.49%
101.41940.03830 GAS UTILITIES	18,000.00	2,755.71	18,000.00	2,755.71	84.69%
101.41940.03841 RUBBISH REMOVAL	4,200.00	272.38	4,200.00	272.38	93.51%
101.41940.04000 CONTRACTUAL SERVICE	4,715.00	964.54	4,715.00	964.54	79.54%
101.41940.07000 PERMANENT TRANSFERS OUT	9,394.00	0.00	9,394.00	0.00	100.00%
<b>Total GOVERNMENT BUILDING Expenditures</b>	<b>103,332.00</b>	<b>8,622.49</b>	<b>103,332.00</b>	<b>8,622.49</b>	<b>91.66%</b>
<b>POLICE PROTECTION Expenditures</b>					
101.42100.01010 FULL TIME EMPLOYEES	1,037,545.00	82,683.25	1,037,545.00	82,683.25	92.03%
101.42100.01013 OVERTIME	97,000.00	1,554.11	97,000.00	1,554.11	98.40%
101.42100.01050 VACATION BUY BACK	6,700.00	0.00	6,700.00	0.00	100.00%
101.42100.01210 PERA CONTRIBUTIONS-EMPLO	160,290.00	12,439.37	160,290.00	12,439.37	92.24%
101.42100.01220 FICA/MC CONTRIBUTIONS-EMP	27,531.00	1,963.71	27,531.00	1,963.71	92.87%
101.42100.01300 HEALTH INSURANCE	151,865.00	13,751.12	151,865.00	13,751.12	90.95%
101.42100.01313 PRUDENTIAL LIFE INSURANCE	675.00	61.08	675.00	61.08	90.95%
101.42100.01510 WORKERS COMPENSATION	29,000.00	0.00	29,000.00	0.00	100.00%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
For the Fiscal Period 2018-1 Ending January 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.42100.02000 OFFICE SUPPLIES	3,600.00	57.18	3,600.00	57.18	98.41%
101.42100.02030 PRINTED FORMS	1,200.00	158.50	1,200.00	158.50	86.79%
101.42100.02040 RANGE EQUIP & SUPPLIES	7,550.00	1,065.19	7,550.00	1,065.19	85.89%
101.42100.02100 OPERATING SUPPLIES	3,883.00	254.42	3,883.00	254.42	93.45%
101.42100.02120 MOTOR FUELS & LUBRICANTS	21,700.00	1,654.83	21,700.00	1,654.83	92.37%
101.42100.02220 POSTAGE	1,900.00	33.32	1,900.00	33.32	98.25%
101.42100.03050 MEDICAL EXPENSE	2,000.00	0.00	2,000.00	0.00	100.00%
101.42100.03210 TELEPHONE	3,900.00	285.78	3,900.00	285.78	92.67%
101.42100.03211 DATA SERVICES	33,781.00	5,506.93	33,781.00	5,506.93	83.70%
101.42100.03300 CLOTHING & PERSONAL EQUI	9,860.00	798.19	9,860.00	798.19	91.90%
101.42100.03310 TRAVEL EXPENSE	1,200.00	128.00	1,200.00	128.00	89.33%
101.42100.03421 800 MHZ RADIO	2,006.00	0.00	2,006.00	0.00	100.00%
101.42100.04000 CONTRACTUAL SERVICE	18,885.00	1,794.43	18,885.00	1,794.43	90.50%
101.42100.04050 MAINTENANCE AGREEMENTS	4,000.00	1,278.95	4,000.00	1,278.95	68.03%
101.42100.04060 AUTO EQUIPMENT REPAIR	20,000.00	74.95	20,000.00	74.95	99.63%
101.42100.04070 OTHER EQUIPMENT REPAIR	2,500.00	0.00	2,500.00	0.00	100.00%
101.42100.04300 CONFERENCE & SCHOOLS	13,000.00	1,380.00	13,000.00	1,380.00	89.38%
101.42100.04330 DUES & SUBSCRIPTIONS	945.00	658.00	945.00	658.00	30.37%
101.42100.05000 CAPITAL OUTLAY	37,471.00	0.00	37,471.00	0.00	100.00%
101.42100.07000 PERMANENT TRANSFERS OUT	16,657.00	553.50	16,657.00	553.50	96.68%
<b>Total POLICE PROTECTION Expenditures</b>	<b>1,716,644.00</b>	<b>128,134.81</b>	<b>1,716,644.00</b>	<b>128,134.81</b>	<b>92.54%</b>
<b>FIRE PROTECTION Expenditures</b>					
101.42200.04000 CONTRACTUAL SERVICE	226,014.00	18,834.00	226,014.00	18,834.00	91.67%
101.42200.05000 CAPITAL OUTLAY	48,296.00	17,493.00	48,296.00	17,493.00	63.78%
<b>Total FIRE PROTECTION Expenditures</b>	<b>274,310.00</b>	<b>36,327.00</b>	<b>274,310.00</b>	<b>36,327.00</b>	<b>86.76%</b>
<b>CODE ENFORCEMENT Expenditures</b>					
101.42300.01010 FULL TIME EMPLOYEES	102,665.00	8,062.10	102,665.00	8,062.10	92.15%
101.42300.01030 PART TIME EMPLOYEES	14,560.00	1,138.50	14,560.00	1,138.50	92.18%
101.42300.01050 VACATION BUY BACK	3,200.00	0.00	3,200.00	0.00	100.00%
101.42300.01210 PERA CONTRIBUTIONS-EMPLO	7,700.00	690.06	7,700.00	690.06	91.04%
101.42300.01220 FICA/MC CONTRIBUTIONS-EMP	9,212.00	668.34	9,212.00	668.34	92.74%
101.42300.01300 HEALTH INSURANCE	16,220.00	1,648.52	16,220.00	1,648.52	89.84%
101.42300.01313 PRUDENTIAL LIFE INSURANCE	78.00	6.42	78.00	6.42	91.77%
101.42300.01510 WORKERS COMPENSATION	1,450.00	0.00	1,450.00	0.00	100.00%
101.42300.02000 OFFICE SUPPLIES	500.00	0.00	500.00	0.00	100.00%
101.42300.02100 OPERATING SUPPLIES	1,350.00	0.00	1,350.00	0.00	100.00%
101.42300.02120 MOTOR FUELS & LUBRICANTS	1,600.00	110.32	1,600.00	110.32	93.11%
101.42300.02200 REPAIR & MAINTENANCE	1,000.00	413.44	1,000.00	413.44	58.66%
101.42300.03210 TELEPHONE	1,000.00	103.33	1,000.00	103.33	89.67%
101.42300.03310 TRAVEL EXPENSE	300.00	0.00	300.00	0.00	100.00%
101.42300.04300 CONFERENCE & SCHOOLS	1,600.00	100.00	1,600.00	100.00	93.75%
101.42300.04330 DUES & SUBSCRIPTIONS	3,755.00	2,315.00	3,755.00	2,315.00	38.35%
<b>Total CODE ENFORCEMENT Expenditures</b>	<b>166,190.00</b>	<b>15,256.03</b>	<b>166,190.00</b>	<b>15,256.03</b>	<b>90.82%</b>
<b>STREET DEPARTMENT Expenditures</b>					
101.43000.01010 FULL TIME EMPLOYEES	132,640.00	10,394.87	132,640.00	10,394.87	92.16%
101.43000.01013 OVERTIME	7,459.00	556.13	7,459.00	556.13	92.54%

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**

*Revised Budget*  
**For GENERAL FUND (101)**  
*For the Fiscal Period 2018-1 Ending January 31, 2018*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.43000.01020 ON CALL SALARIES	2,131.00	468.60	2,131.00	468.60	78.01%
101.43000.01050 VACATION BUY BACK	1,900.00	0.00	1,900.00	0.00	100.00%
101.43000.01210 PERA CONTRIBUTIONS-EMPLO	10,667.00	856.40	10,667.00	856.40	91.97%
101.43000.01220 FICA/MC CONTRIBUTIONS-EMP	11,026.00	910.35	11,026.00	910.35	91.74%
101.43000.01300 HEALTH INSURANCE	18,700.00	1,669.14	18,700.00	1,669.14	91.07%
101.43000.01313 PRUDENTIAL LIFE INSURANCE	107.00	8.86	107.00	8.86	91.72%
101.43000.01510 WORKERS COMPENSATION	9,000.00	0.00	9,000.00	0.00	100.00%
101.43000.02120 MOTOR FUELS & LUBRICANTS	14,000.00	890.26	14,000.00	890.26	93.64%
101.43000.02150 SHOP MATERIALS	2,500.00	29.88	2,500.00	29.88	98.80%
101.43000.02200 REPAIR & MAINTENANCE	7,500.00	72.00	7,500.00	72.00	99.04%
101.43000.02210 EQUIPMENT PARTS	6,000.00	1,080.00	6,000.00	1,080.00	82.00%
101.43000.02221 TIRES	800.00	0.00	800.00	0.00	100.00%
101.43000.02224 STREET MAINT SUPPLIES	1,300.00	0.00	1,300.00	0.00	100.00%
101.43000.02226 SIGNS & STRIPING	6,000.00	0.00	6,000.00	0.00	100.00%
101.43000.02280 UNIFORMS,SAFETY SHOES	1,040.00	875.00	1,040.00	875.00	15.87%
101.43000.03210 TELEPHONE	370.00	35.44	370.00	35.44	90.42%
101.43000.04000 CONTRACTUAL SERVICE	1,040.00	640.00	1,040.00	640.00	38.46%
101.43000.04300 CONFERENCE & SCHOOLS	500.00	420.00	500.00	420.00	16.00%
101.43000.04330 DUES & SUBSCRIPTIONS	100.00	0.00	100.00	0.00	100.00%
101.43000.07000 PERMANENT TRANSFERS OUT	1,600.00	0.00	1,600.00	0.00	100.00%
<b>Total STREET DEPARTMENT Expenditures</b>	<b>236,380.00</b>	<b>18,906.93</b>	<b>236,380.00</b>	<b>18,906.93</b>	<b>92.00%</b>
<b>RECREATION DEPARTMENT Expenditures</b>					
101.45100.01010 FULL TIME EMPLOYEES	216,702.00	17,113.12	216,702.00	17,113.12	92.10%
101.45100.01040 TEMPORARY EMPLOYEES	17,010.00	790.00	17,010.00	790.00	95.36%
101.45100.01050 VACATION BUY BACK	1,600.00	0.00	1,600.00	0.00	100.00%
101.45100.01210 PERA CONTRIBUTIONS-EMPLO	16,253.00	1,283.48	16,253.00	1,283.48	92.10%
101.45100.01220 FICA/MC CONTRIBUTIONS-EMP	18,001.00	1,324.74	18,001.00	1,324.74	92.64%
101.45100.01300 HEALTH INSURANCE	33,500.00	2,962.84	33,500.00	2,962.84	91.16%
101.45100.01313 PRUDENTIAL LIFE INSURANCE	176.00	14.54	176.00	14.54	91.74%
101.45100.01510 WORKERS COMPENSATION	1,700.00	0.00	1,700.00	0.00	100.00%
101.45100.02000 OFFICE SUPPLIES	2,161.00	259.34	2,161.00	259.34	88.00%
101.45100.02220 POSTAGE	8,950.00	337.25	8,950.00	337.25	96.23%
101.45100.02290 RECREATION EQUIP SUPPLIES	2,500.00	329.34	2,500.00	329.34	86.83%
101.45100.03310 TRAVEL EXPENSE	1,000.00	565.50	1,000.00	565.50	43.45%
101.45100.03500 PRINTING & PUBLISHING	14,357.00	35.00	14,357.00	35.00	99.76%
101.45100.04300 CONFERENCE & SCHOOLS	1,400.00	0.00	1,400.00	0.00	100.00%
101.45100.04330 DUES & SUBSCRIPTIONS	457.00	280.00	457.00	280.00	38.73%
<b>Total RECREATION DEPARTMENT Expenditures</b>	<b>335,767.00</b>	<b>25,295.15</b>	<b>335,767.00</b>	<b>25,295.15</b>	<b>92.47%</b>
<b>PARKS DEPARTMENT Expenditures</b>					
101.45200.01010 FULL TIME EMPLOYEES	139,055.00	10,896.47	139,055.00	10,896.47	92.16%
101.45200.01013 OVERTIME	7,459.00	887.35	7,459.00	887.35	88.10%
101.45200.01020 ON CALL SALARIES	2,131.00	0.00	2,131.00	0.00	100.00%
101.45200.01040 TEMPORARY EMPLOYEES	15,840.00	0.00	15,840.00	0.00	100.00%
101.45200.01050 VACATION BUY BACK	3,000.00	0.00	3,000.00	0.00	100.00%
101.45200.01210 PERA CONTRIBUTIONS-EMPLO	11,148.00	883.81	11,148.00	883.81	92.07%
101.45200.01220 FICA/MC CONTRIBUTIONS-EMP	12,812.00	943.30	12,812.00	943.30	92.64%
101.45200.01300 HEALTH INSURANCE	19,720.00	1,756.50	19,720.00	1,756.50	91.09%



# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For GENERAL FUND (101)  
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Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
101.45200.01313 PRUDENTIAL LIFE INSURANCE	107.00	8.92	107.00	8.92	91.66%
101.45200.01510 WORKERS COMPENSATION	10,000.00	0.00	10,000.00	0.00	100.00%
101.45200.02100 OPERATING SUPPLIES	1,000.00	0.00	1,000.00	0.00	100.00%
101.45200.02120 MOTOR FUELS & LUBRICANTS	12,000.00	816.71	12,000.00	816.71	93.19%
101.45200.02200 REPAIR & MAINTENANCE	8,000.00	81.42	8,000.00	81.42	98.98%
101.45200.02205 LAKESIDE PK EXP TO BE REIM	0.00	53.75	0.00	53.75	0.00%
101.45200.02210 EQUIPMENT PARTS	5,500.00	1,702.89	5,500.00	1,702.89	69.04%
101.45200.02221 TIRES	800.00	0.00	800.00	0.00	100.00%
101.45200.02225 LANDSCAPING MATERIALS	8,932.00	0.00	8,932.00	0.00	100.00%
101.45200.02280 UNIFORMS,SAFETY SHOES	1,000.00	875.00	1,000.00	875.00	12.50%
101.45200.02290 RECREATION EQUIP SUPPLIES	2,000.00	0.00	2,000.00	0.00	100.00%
101.45200.03210 TELEPHONE	300.00	42.48	300.00	42.48	85.84%
101.45200.03810 ELECTRIC UTILITIES	4,000.00	49.18	4,000.00	49.18	98.77%
101.45200.03830 GAS UTILITIES	4,000.00	470.79	4,000.00	470.79	88.23%
101.45200.03841 RUBBISH REMOVAL	400.00	0.00	400.00	0.00	100.00%
101.45200.04190 SATELLITE RENTAL	1,400.00	0.00	1,400.00	0.00	100.00%
101.45200.04300 CONFERENCE & SCHOOLS	900.00	0.00	900.00	0.00	100.00%
101.45200.04500 CONTRACTUAL SERVICES	880.00	640.00	880.00	640.00	27.27%
101.45200.04901 LAKESIDE PARK EXPENSE	11,500.00	0.00	11,500.00	0.00	100.00%
<b>Total PARKS DEPARTMENT Expenditures</b>	<b>283,884.00</b>	<b>20,108.57</b>	<b>283,884.00</b>	<b>20,108.57</b>	<b>92.92%</b>
<b>MISCELLANEOUS Expenditures</b>					
101.49000.01300 HEALTH INSURANCE	0.00	426.08	0.00	426.08	0.00%
101.49000.01313 COBRA-H.S.A. FEES	2,600.00	0.00	2,600.00	0.00	100.00%
101.49000.03600 INSURANCE	45,000.00	0.00	45,000.00	0.00	100.00%
101.49000.04389 CONTINGENCY FUND	108,313.00	0.00	108,313.00	0.00	100.00%
101.49000.04390 MISCELLANEOUS	5,000.00	0.00	5,000.00	0.00	100.00%
101.49000.04420 SURCHARGES-PLMG	200.00	0.00	200.00	0.00	100.00%
101.49000.04430 SURCHARGES-HTG	400.00	0.00	400.00	0.00	100.00%
101.49000.04440 SURCHARGES-BLDG	2,000.00	0.00	2,000.00	0.00	100.00%
101.49000.07000 PERMANENT TRANSFERS OUT	155,000.00	0.00	155,000.00	0.00	100.00%
<b>Total MISCELLANEOUS Expenditures</b>	<b>318,513.00</b>	<b>426.08</b>	<b>318,513.00</b>	<b>426.08</b>	<b>99.87%</b>
<b>Total GENERAL FUND Expenditures</b>	<b>\$ 4,133,633.00</b>	<b>\$ 299,273.91</b>	<b>\$ 4,133,633.00</b>	<b>\$ 299,273.91</b>	<b>92.76%</b>
<b>GENERAL FUND Excess of Revenues Over Expenditure \$</b>	<b>0.00</b>	<b>\$ (278,848.11)</b>	<b>0.00</b>	<b>\$ (278,848.11)</b>	<b>0.00%</b>

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2018-1 Ending January 31, 2018*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 4,133,633.00	\$ 20,425.80	\$ 4,133,633.00	\$ 20,425.80	0.00%
Total Expenditures	\$ 4,133,633.00	\$ 299,273.91	\$ 4,133,633.00	\$ 299,273.91	92.76%
Total Excess of Revenues Over Expenditures	\$ 0.00	\$ (278,848.11)	\$ 0.00	\$ (278,848.11)	0.00%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For PUBLIC UTILITIES OPERATIONS (601)  
For the Fiscal Period 2018-1 Ending January 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
<b>Revenues</b>					
<b>Revenues</b>					
601.00000.34950 MISC REVENUE-NSF CHRGS	\$ 0.00	\$ 45.17	\$ 0.00	\$ 45.17	0.00%
601.00000.36210 INTEREST EARNINGS	65,000.00	0.00	65,000.00	0.00	100.00%
601.00000.37101 WATER COLLECTIONS	471,605.00	95,410.90	471,605.00	95,410.90	79.77%
601.00000.37103 SALES TAX COLLECTED	5,000.00	1,252.91	5,000.00	1,252.91	74.94%
601.00000.37104 PENALTIES/WATER	6,000.00	0.00	6,000.00	0.00	100.00%
601.00000.37109 SAFE DRINKING WATER FEE	13,844.00	3,449.06	13,844.00	3,449.06	75.09%
601.00000.37111 ADMINISTRATIVE CHARGE	79,586.00	19,774.69	79,586.00	19,774.69	75.15%
601.00000.37115 ESTIMATE READING CHRG	50.00	0.00	50.00	0.00	100.00%
601.00000.37149 WATER CONN-INTEREST	0.00	254.83	0.00	254.83	0.00%
601.00000.37150 WATER CONNECTION-WAC	0.00	60.53	0.00	60.53	0.00%
601.00000.37151 WATER RECONNECT-CALL OU	1,000.00	275.00	1,000.00	275.00	72.50%
601.00000.37170 WATER PERMITS	100.00	0.00	100.00	0.00	100.00%
601.00000.37171 WATER PERMIT SURCHARGES	10.00	0.00	10.00	0.00	100.00%
601.00000.37172 WATER METER SALES & INSTA	1,500.00	348.88	1,500.00	348.88	76.74%
601.00000.37201 SEWER COLLECTIONS	798,652.00	202,270.02	798,652.00	202,270.02	74.67%
601.00000.37204 PENALTIES-SEWER	14,000.00	0.00	14,000.00	0.00	100.00%
601.00000.37250 SEWER CONNECTION-SAC	0.00	675.78	0.00	675.78	0.00%
601.00000.37251 SEWER CONN-INTEREST	0.00	156.54	0.00	156.54	0.00%
601.00000.37270 SEWER PERMITS	100.00	0.00	100.00	0.00	100.00%
601.00000.37271 SEWER PERMIT SURCHARGES	10.00	0.00	10.00	0.00	100.00%
601.00000.37273 SEWER HOOK-UP CHARGES	150.00	0.00	150.00	0.00	100.00%
601.00000.39206 TRANSFER FROM RECYCLING	1,500.00	0.00	1,500.00	0.00	100.00%
<b>Total Revenues</b>	<b>1,458,107.00</b>	<b>323,974.31</b>	<b>1,458,107.00</b>	<b>323,974.31</b>	<b>77.78%</b>
<b>Total PUBLIC UTILITIES OPERATIONS Revenues</b>	<b>\$ 1,458,107.00</b>	<b>\$ 323,974.31</b>	<b>\$ 1,458,107.00</b>	<b>\$ 323,974.31</b>	<b>77.78%</b>

**Expenditures****WATER DEPARTMENT Expenditures**

601.49400.01010 FULL TIME EMPLOYEES	\$ 106,500.00	\$ 8,284.06	\$ 106,500.00	\$ 8,284.06	92.22%
601.49400.01013 OVERTIME	7,500.00	981.46	7,500.00	981.46	86.91%
601.49400.01020 ON CALL SALARIES	2,950.00	0.00	2,950.00	0.00	100.00%
601.49400.01040 TEMPORARY EMPLOYEES	9,550.00	0.00	9,550.00	0.00	100.00%
601.49400.01050 VACATION BUY BACK	1,650.00	0.00	1,650.00	0.00	100.00%
601.49400.01210 PERA CONTRIBUTIONS-EMPLO	8,479.00	694.91	8,479.00	694.91	91.80%
601.49400.01220 FICA/MC CONTRIBUTIONS-EMP	9,803.00	728.84	9,803.00	728.84	92.57%
601.49400.01300 HEALTH & DENTAL INSURANC	16,600.00	1,475.68	16,600.00	1,475.68	91.11%
601.49400.01313 LIFE INSURANCE	95.00	7.68	95.00	7.68	91.92%
601.49400.01510 WORKERS COMPENSATION	6,700.00	0.00	6,700.00	0.00	100.00%
601.49400.02000 OFFICE SUPPLIES	800.00	94.93	800.00	94.93	88.13%
601.49400.02030 PRINTED FORMS	2,000.00	1,270.73	2,000.00	1,270.73	36.46%
601.49400.02100 OPERATING SUPPLIES	800.00	0.00	800.00	0.00	100.00%
601.49400.02120 MOTOR FUELS & LUBRICANTS	2,500.00	220.64	2,500.00	220.64	91.17%
601.49400.02200 REPAIR & MAINTENANCE	55,000.00	116.95	55,000.00	116.95	99.79%
601.49400.02210 EQUIPMENT PARTS	1,000.00	0.00	1,000.00	0.00	100.00%
601.49400.02220 POSTAGE	2,500.00	238.42	2,500.00	238.42	90.46%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For PUBLIC UTILITIES OPERATIONS (601)  
For the Fiscal Period 2018-1 Ending January 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49400.02221 TIRES	1,000.00	0.00	1,000.00	0.00	100.00%
601.49400.02222 STREET REPAIRS	1,500.00	0.00	1,500.00	0.00	100.00%
601.49400.02261 WATER TESTING	800.00	0.00	800.00	0.00	100.00%
601.49400.02262 WATER METER & SUPPLIES	5,500.00	4,169.40	5,500.00	4,169.40	24.19%
601.49400.02264 SAFE DRINKING WATER FEE	13,844.00	0.00	13,844.00	0.00	100.00%
601.49400.02280 UNIFORM ALLOWANCE	950.00	562.50	950.00	562.50	40.79%
601.49400.03010 AUDIT & ACCTG SERVICES	2,617.00	0.00	2,617.00	0.00	100.00%
601.49400.03030 ENGINEERING FEES	2,000.00	647.50	2,000.00	647.50	67.63%
601.49400.03040 LEGAL FEES	300.00	0.00	300.00	0.00	100.00%
601.49400.03210 TELEPHONE	900.00	65.43	900.00	65.43	92.73%
601.49400.03310 TRAVEL EXPENSE	1,100.00	0.00	1,100.00	0.00	100.00%
601.49400.03500 PRINTING & PUBLISHING	7,000.00	0.00	7,000.00	0.00	100.00%
601.49400.03600 INSURANCE	8,500.00	0.00	8,500.00	0.00	100.00%
601.49400.03870 WATER USAGE-CITY OF BLAIN	3,500.00	0.00	3,500.00	0.00	100.00%
601.49400.04000 CONTRACTUAL SERVICE	7,011.00	2,121.42	7,011.00	2,121.42	69.74%
601.49400.04050 MAINTENANCE AGREEMENTS	13,775.00	1,226.53	13,775.00	1,226.53	91.10%
601.49400.04300 CONFERENCE & SCHOOLS	2,000.00	460.00	2,000.00	460.00	77.00%
601.49400.04330 DUES & SUBSCRIPTIONS	525.00	39.00	525.00	39.00	92.57%
601.49400.04370 PERMITS AND TAXES	7,200.00	1,328.00	7,200.00	1,328.00	81.56%
601.49400.04470 SURCHARGES-WATER	10.00	0.00	10.00	0.00	100.00%
601.49400.07000 PERMANENT TRANSFERS OUT	100,139.00	0.00	100,139.00	0.00	100.00%
<b>Total WATER DEPARTMENT Expenditures</b>	<b>414,598.00</b>	<b>24,734.08</b>	<b>414,598.00</b>	<b>24,734.08</b>	<b>94.03%</b>
<b>WATER TREATMENT PLANT Expenditures</b>					
601.49402.02100 OPERATING SUPPLIES	100.00	0.00	100.00	0.00	100.00%
601.49402.02120 MOTOR FUELS & LUBRICANTS	2,000.00	0.00	2,000.00	0.00	100.00%
601.49402.02160 CHEMICALS & CHEMICAL PRO	19,000.00	1,018.59	19,000.00	1,018.59	94.64%
601.49402.02200 REPAIR & MAINTENANCE	10,000.00	105.92	10,000.00	105.92	98.94%
601.49402.02210 EQUIPMENT PARTS	5,000.00	0.00	5,000.00	0.00	100.00%
601.49402.03030 ENGINEERING FEES	1,000.00	0.00	1,000.00	0.00	100.00%
601.49402.03600 INSURANCE	10,000.00	0.00	10,000.00	0.00	100.00%
601.49402.03810 ELECTRIC UTILITIES	75,000.00	0.00	75,000.00	0.00	100.00%
601.49402.03830 GAS UTILITIES	2,500.00	366.47	2,500.00	366.47	85.34%
601.49402.04000 CONTRACTUAL SERVICE	3,500.00	0.00	3,500.00	0.00	100.00%
601.49402.04370 PERMITS,DUES,SUBSCRIPTIO	2,850.00	0.00	2,850.00	0.00	100.00%
601.49402.07000 PERMANENT TRANSFERS OUT	43,635.00	0.00	43,635.00	0.00	100.00%
<b>Total WATER TREATMENT PLANT Expenditures</b>	<b>174,585.00</b>	<b>1,490.98</b>	<b>174,585.00</b>	<b>1,490.98</b>	<b>99.15%</b>
<b>SEWER DEPARTMENT Expenditures</b>					
601.49450.01010 FULL TIME EMPLOYEES	106,500.00	8,284.11	106,500.00	8,284.11	92.22%
601.49450.01013 OVERTIME	7,500.00	981.46	7,500.00	981.46	86.91%
601.49450.01020 ON CALL SALARIES	2,950.00	0.00	2,950.00	0.00	100.00%
601.49450.01040 TEMPORARY EMPLOYEES	9,550.00	0.00	9,550.00	0.00	100.00%
601.49450.01050 VACATION BUY BACK	1,650.00	0.00	1,650.00	0.00	100.00%
601.49450.01210 PERA CONTRIBUTIONS-EMPLO	8,479.00	694.97	8,479.00	694.97	91.80%
601.49450.01220 FICA/MC CONTRIBUTIONS-EMP	9,803.00	728.90	9,803.00	728.90	92.56%
601.49450.01300 HEALTH & DENTAL INSURANC	16,600.00	1,475.76	16,600.00	1,475.76	91.11%
601.49450.01313 LIFE INSURANCE	95.00	7.70	95.00	7.70	91.89%
601.49450.01510 WORKERS COMPENSATION	6,700.00	0.00	6,700.00	0.00	100.00%

# CITY OF SPRING LAKE PARK

## Statement of Revenue and Expenditures

Revised Budget  
For PUBLIC UTILITIES OPERATIONS (601)  
For the Fiscal Period 2018-1 Ending January 31, 2018

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
601.49450.02000 OFFICE SUPPLIES	800.00	94.93	800.00	94.93	88.13%
601.49450.02030 PRINTED FORMS	1,500.00	1,270.74	1,500.00	1,270.74	15.28%
601.49450.02100 OPERATING SUPPLIES	500.00	0.00	500.00	0.00	100.00%
601.49450.02120 MOTOR FUELS & LUBRICANTS	2,500.00	220.65	2,500.00	220.65	91.17%
601.49450.02200 REPAIR & MAINTENANCE	10,000.00	123.60	10,000.00	123.60	98.76%
601.49450.02210 EQUIPMENT PARTS	3,000.00	0.00	3,000.00	0.00	100.00%
601.49450.02220 POSTAGE	2,500.00	13.42	2,500.00	13.42	99.46%
601.49450.02221 TIRES	1,000.00	0.00	1,000.00	0.00	100.00%
601.49450.02222 STREET REPAIRS	1,000.00	0.00	1,000.00	0.00	100.00%
601.49450.02262 WATER METER & SUPPLIES	6,000.00	0.00	6,000.00	0.00	100.00%
601.49450.02280 UNIFORM ALLOWANCE	950.00	562.50	950.00	562.50	40.79%
601.49450.03010 AUDIT & ACCTG SERVICES	2,617.00	0.00	2,617.00	0.00	100.00%
601.49450.03030 ENGINEERING FEES	1,000.00	336.00	1,000.00	336.00	66.40%
601.49450.03040 LEGAL FEES	300.00	0.00	300.00	0.00	100.00%
601.49450.03210 TELEPHONE	700.00	65.45	700.00	65.45	90.65%
601.49450.03310 TRAVEL EXPENSE	1,000.00	0.00	1,000.00	0.00	100.00%
601.49450.03500 PRINTING & PUBLISHING	300.00	0.00	300.00	0.00	100.00%
601.49450.03600 INSURANCE	12,100.00	0.00	12,100.00	0.00	100.00%
601.49450.03810 ELECTRIC UTILITIES	3,600.00	0.00	3,600.00	0.00	100.00%
601.49450.03840 METRO WASTE CONTROL	554,557.00	97,346.44	554,557.00	97,346.44	82.45%
601.49450.04000 CONTRACTUAL SERVICE	13,011.00	2,121.42	13,011.00	2,121.42	83.70%
601.49450.04050 MAINTENANCE AGREEMENTS	11,460.00	1,226.54	11,460.00	1,226.54	89.30%
601.49450.04300 CONFERENCE & SCHOOLS	2,450.00	390.00	2,450.00	390.00	84.08%
601.49450.04330 DUES & SUBSCRIPTIONS	340.00	0.00	340.00	0.00	100.00%
601.49450.04390 MISCELLANEOUS	100.00	0.00	100.00	0.00	100.00%
601.49450.04450 RESERVE CAPACITY CHARGE	2,700.00	0.00	2,700.00	0.00	100.00%
601.49450.04460 SURCHARGES-SEWER	10.00	0.00	10.00	0.00	100.00%
601.49450.07000 PERMANENT TRANSFERS OUT	81,669.00	0.00	81,669.00	0.00	100.00%
<b>Total SEWER DEPARTMENT Expenditures</b>	<b>887,491.00</b>	<b>115,944.59</b>	<b>887,491.00</b>	<b>115,944.59</b>	<b>86.94%</b>
<b>Total PUBLIC UTILITIES OPERATIONS Expenditures</b>	<b>\$ 1,476,674.00</b>	<b>\$ 142,169.65</b>	<b>\$ 1,476,674.00</b>	<b>\$ 142,169.65</b>	<b>90.37%</b>
 <b>PUBLIC UTILITIES OPERATIONS Excess of Revenues O \$</b>	<b>(18,567.00) \$</b>	<b>181,804.66 \$</b>	<b>(18,567.00) \$</b>	<b>181,804.66</b>	<b>1079.18%</b>

**CITY OF SPRING LAKE PARK**  
**Statement of Revenue and Expenditures**  
*Revised Budget*

*For the Fiscal Period 2018-1 Ending January 31, 2018*

Account Number	Current Budget	Current Actual	Annual Budget	YTD Actual	Remaining Budget %
Total Revenues	\$ 1,458,107.00	\$ 323,974.31	\$ 1,458,107.00	\$ 323,974.31	1079.18%
Total Expenditures	\$ 1,476,674.00	\$ 142,169.65	\$ 1,476,674.00	\$ 142,169.65	90.37%
Total Excess of Revenues Over Expenditures	\$ (18,567.00)	\$ 181,804.66	\$ (18,567.00)	\$ 181,804.66	1079.18%



CITY OF SPRING LAKE PARK  
1301 Eighty-First Avenue N.E.  
Spring Lake Park, MN 55432  
Ph: 763-784-6491 Fax: 763-792-7257

# PUBLIC RIGHT-OF-WAY APPLICATION

NAME/COMPANY: Comcast

GOPHER 1-CALL REG. NO.: \_\_\_\_\_

ADDRESS: 4255 Lexington Ave  
Arden Hills, Mn 55126

PHONE: 651-493-5756 FAX: 651-846-9876

E-MAIL ADDRESS: Douglas-Kay@Comcast.com

NAME OF REPRESENTATIVE: Doug Kay

REPRESENTATIVE PHONE NO'S.: 651-493-5756

DESCRIPTION OF PROPOSED WORK: including a start date and completion date:

over last 187' of Coax then Bore to Building

START DATE: 2-8-18 COMPLETION DATE: 4-8-18

The City of Spring Lake Park reserves the right to modify the schedule as necessary in the issuance of the permit. Therefore, the dates stated on this application may not necessarily match actual approved dates.

EXPLANATION OF RESTORATION: seed + Dirt + Straw

Trench 275 ft - \$192.50

Hole 5 \$150.00

\$342.50

Douglas Kay 2-8-18  
Authorized Representative Signature Date

## FOR OFFICE USE ONLY

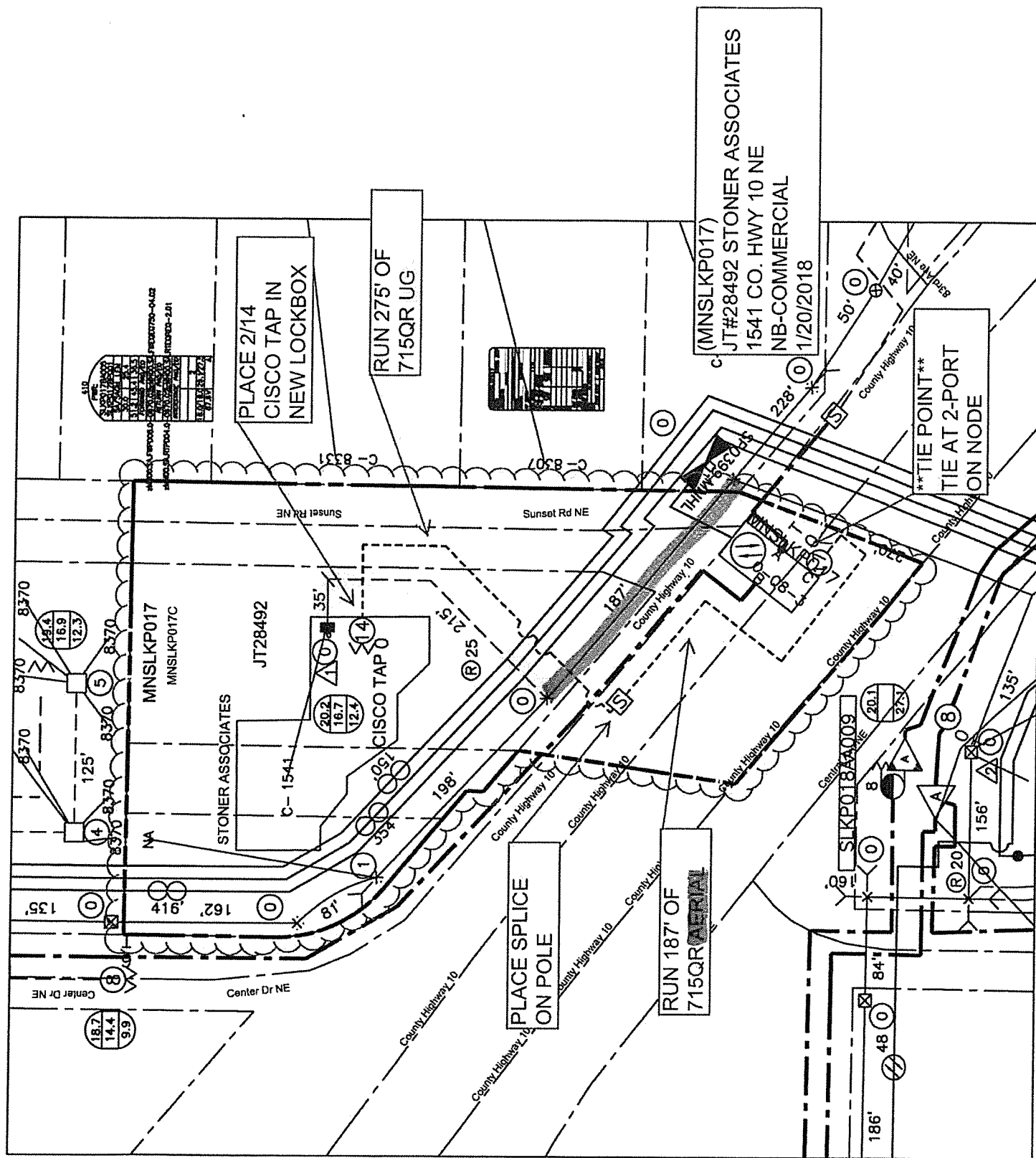
- |  |  |
|--|--|
| <input type="checkbox"/> PROOF OF CERTIFICATE OF INSURANCE:                                      | VERIFICATION DATE: _____   |
| <input type="checkbox"/> SCALED DRAWING SHOWING LOCATION   | <input type="checkbox"/> LETTER OF CREDIT OR CONST. BOND   |
| <input type="checkbox"/> COPY OF INSURANCE POLICIES<br>(If Corporation; from Secretary of State) | <input type="checkbox"/> COPY OF CERTIFICATE OF AUTHORITY<br>(From M.P.U.C., State, or Federal Agency) |
- PERMIT FEES: ☒ Excavation Hole - \$150.00 ☐ Emergency Hole - \$55.00  
☒ Trench - \$70.00/100'+Hole fee ☐ Obstruction Fee - \$50.00+.05/Ft.

Receipt No.: \_\_\_\_\_

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

APPLICANT MUST CONTACT THE SPRING LAKE PARK PUBLIC WORKS DIRECTOR AT 763-792-7227  
48 HOURS PRIOR TO COMMENCING WORK





City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432

Contractor's Licenses

February 20, 2018

Mechanical Contractor

Air Comfort Heating & A/C, Inc.



# **City of Spring Lake Park**

## **Statement of Values**

### **Preamble:**

The proper operation of democratic government requires that decision-makers be independent, impartial and accountable to the people they serve. The City of Spring Lake Park has adopted this Statement of Values to promote and maintain the highest standards of personal and professional conduct in the City's government. All elected and appointed officials are required to subscribe to this statement, understand how it applies to their specific responsibilities and practice its 9 core values in their work. Because we seek public confidence in the City's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this statement.

### **The Values:**

As a representative of the City of Spring Lake Park,

1. I serve the public interest.
2. I fulfill the duties and responsibilities of holding public office.
3. I am ethical.
4. I am professional.
5. I am fiscally responsible.
6. I am conscientious.
7. I communicate effectively.
8. I am collaborative.
9. I am forward thinking.

### **Value examples/expressions:**

- 1. I serve the public interest. In practice this value means that:**
  - a. I provide courteous, equitable, and prompt service to everyone.
  - b. I am attuned to, and care about, the needs and issues of citizens, public officials, and city workers.
  - c. I am interested, engaged, and responsive in my interactions with constituents.
  - d. I recognize and support the public's right to know the public's business.
  
- 2. I fulfill the duties and responsibilities of holding public office. In practice this value means that:**
  - a. I observe the highest standards of integrity in my official acts and undertake my responsibilities for the benefit of the greater public good.
  - b. I faithfully discharge the duties of my office regardless of my personal considerations, recognizing that the public interest is my primary concern.

- c. I uphold the Constitution of the United States and the Constitution of the State of Minnesota and carry out impartially the laws of the nation, state, and municipality and thus foster respect for all government.
- d. I comply with both the letter and the spirit of the laws and policies affecting operations of the City.
- e. I recognize my obligation to implement the adopted goals and objectives of the City in good faith, regardless of my personal views.
- f. I conduct myself in both my official and personal actions in a manner that is above reproach.
- g. I do not use my position to secure for myself or others special privileges or exemptions that are different from those available to the general public.
- h. I understand and abide by the respective roles and responsibilities of elected and appointed officials and city staff and will not undermine them in their work.
- i. I am independent, impartial, and fair in my judgment and actions.

**3. I am ethical. In practice this value means that:**

- a. I am trustworthy, acting with the utmost integrity and moral courage.
- b. I am truthful, do what I say I will do, and am reliable.
- c. I am accountable for my actions and behavior and accept responsibility for my decisions.
- d. I make impartial decisions, free of influence from unlawful gifts, narrow political interests, and financial and other personal interests that impair my independence of judgment or action.
- e. I am fair, distributing benefits and burdens according to consistent and equitable criteria.
- f. I oppose all forms of harassment and unlawful discrimination.
- g. I extend equal opportunities and due process to all parties in matters under consideration.
- h. I show respect for confidences and confidential information.
- i. I avoid giving the appearance of impropriety and of using my position for personal gain.

**4. I am professional. In practice this value means that:**

- a. I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.
- b. I approach my job and work-related relationships with a positive attitude, contributing to a supportive, respectful, and non-threatening work environment.
- c. I keep my professional knowledge and skills current and growing.
- d. I am respectful of all city staff, officials, volunteers, and others who participate in the City's government.

**5. I am fiscally responsible. In practice this value means that:**

- a. I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the City, especially its financial stability.

- b. I demonstrate concern for the proper use of City assets (e.g., personnel, time, property, equipment, funds), follow established procedures, and do not use public resources for personal gain.
- c. I make decisions that seek to preserve the financial capacity of the City to provide programs and services for City residents.
- d. I provide full disclosure of any potential financial or other private conflict of interest. I abstain from participating in the discussion and vote on these matters.
- e. I prevent misuse of public funds by establishing, maintaining, and following strong fiscal and management controls.
- f. I report any misuse of public funds of which I am aware.

**6. I am conscientious. In practice this value means that:**

- a. I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
- b. I follow through in a responsible way, keeping others informed, and responding in a timely fashion.
- c. I am respectful of established City processes and guidelines.
- d. I prioritize my duties so that the work of the City may move forward.
- e. I prepare for all meetings by reviewing any materials provided ahead of time. When I have materials to contribute, I make sure all others involved have ample time to review these materials prior to the meeting.
- f. I attentively listen to the discussions and presentations that are taking place during meetings, and will present my opinions in a respectful and constructive manner.

**7. I communicate effectively. In practice this value means that:**

- a. I convey the City's care for and commitment to its citizens.
- b. I communicate in various ways that I am approachable, open-minded, and willing to participate in dialog.
- c. I engage in effective two-way communication by listening carefully, asking questions, and responding appropriately which adds value to conversations.
- d. I do not interfere with the orderly conduct of meetings by interrupting others or making personal comments not germane to the business at hand.
- e. I follow up on inquiries in a timely manner.
- f. I encourage and facilitate citizen involvement in policy decision-making.
- g. I am respectful in disagreements and contribute constructively to discussions on the issue.

**8. I am collaborative. In practice this value means that:**

- a. I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding to accomplish common goals.
- b. I share information with others in a timely manner so that, together, we can make informed decisions.
- c. I work towards consensus building and gain value from diverse opinions.
- d. I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.

**9. I am forward thinking. In practice this value means that:**

- a. I promote intelligent, proactive, and thoughtful innovation in order to advance the City's policy agenda and provide City services while considering the broader regional, state-wide, national, and international implications of the City's decisions and issues.
- b. I maintain consistent standards, but am also sensitive to the need for compromise, creative problem solving, and making improvements when appropriate.
- c. I am open to new ideas and processes, adopting them as they conserve resources and provide efficient and effective service.
- d. I consider the potential long-term consequences and implications of my actions and inactions.

Adopted by the Spring Lake Park City Council on this 20th day of February, 2018.

# MEMORANDUM

February 7, 2018

TO: Mayor and City Council  
CC: Daniel Buchholtz, City Administrator  
FROM: Wanda Brown, Recycling Coordinator  
RE: Simple Recycling Follow-Up

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At the February 5, 2018 Council Meeting, Councilmember Wendling expressed some concerns about the implementation of the Simple Recycling Program, so at the direction of the City Administrator I did contact cities that have already started utilizing the program. The Cities that were contacted include Ham Lake, Brooklyn Park, which also would include the HRG Cities (Crystal, New Hope and Brooklyn Center), Mounds View, White Bear Township, Arden Hills and Stillwater.

Each City was asked what the residents thought of the program, and the response was favorable. Residents did like the convenience of being able to recycle the items at the curb, however if they wanted to have a tax receipt they were encouraged to donate their items to charity groups such as DAV, Goodwill and Salvation Army.

The cities did say the initial set up did generate some calls because there were missed pick-ups. It was stated that the misses were due to drivers just learning the routes, and residents not having the items out in time. Many of the Coordinators did suggest keeping extra orange bags at City Hall for residents to pick up if needed.

The Arden Hills City Council was hesitant to take part in program at the beginning because they feared that people would go around digging through the bags, but the city has had no problems with that issue to date.

The Coordinator of Simple Recycling said that the company did encounter the issue of a missing bag one week, and on the following week they put a GPS in a dummy bag and found the person. They learned that was a hoarder incident, and it did not take place in Minnesota.

Included with this memo is a handout on what happens to the recycled used clothing collected. Also listed below are items that are accepted:

Men's Clothing  
Coats and Jackets  
Purses  
Blankets  
Sleeping Bags  
Dishes

Women's Clothing  
Jewelry  
Hats  
Drapes/Curtains  
Tools  
Pots/Pans

Children's Clothing  
Shoes  
Toys  
Pillows  
Silverware  
Backpacks

For more information or questions about this program, contact Wanda Brown at 763-792-7219 or at [wbrown@slpmn.org](mailto:wbrown@slpmn.org).







**COST TO YOUR RESIDENTS = \$0**  
**COST TO YOUR CITY = \$0**



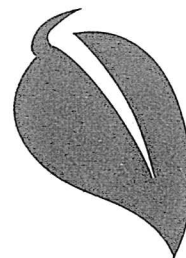
### Details & Logistics

#### Simple Recycling provides:

- Free residential curbside pickup service
- Specially designed recycling collection bags
- All informational materials
- All trucking, pickup expenses & program management
- Local jobs
- All related insurance coverage
- Drop boxes in locations of city's choosing (if desired)

#### Your city provides:

- Supplemental notification & information to residents



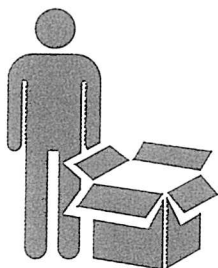
[www.SimpleRecycling.com](http://www.SimpleRecycling.com) • [Info@SimpleRecycling.com](mailto:Info@SimpleRecycling.com)

# THE LIFE CYCLE OF SECONDHAND CLOTHING

**simple  
recycling**

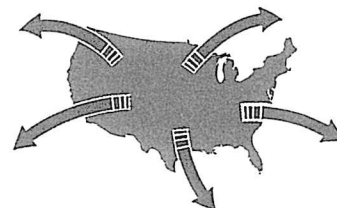
## WHAT HAPPENS TO YOUR RECYCLED USED CLOTHING?

Once a resident determines that their clothing, shoes, handbags, or household textiles have reached the end of their useful life, materials are collected by Simple Recycling and collected clothing is sorted and graded for condition.



**45%**

Reused and Repurposed  
Majority exported as  
secondhand clothing.



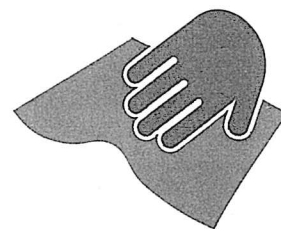
**10-20%**

Top quality materials are sold to local thrift stores where they create access to low cost clothing and jobs for local residents.



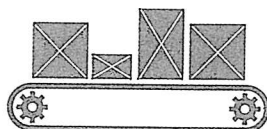
**30%**

Recycled and Converted  
Reclaimed wiping rags  
are used in various ways  
as industrial and  
residential absorbents.



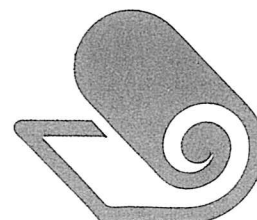
**80%**

The vast majority of clothing collected is not resaleable in the U.S. so it is further sorted for international export or broken down for raw materials.



**20%**

Recycled into Fiber  
Post-consumer fiber is used to make home insulation, carpet padding, and raw material for the automotive industry.



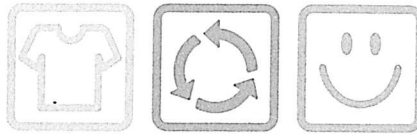
Only 5% ends up as waste.

Thrift industry employs nearly 100,000 workers in the U.S. with over \$1 billion wages paid. In addition, private sector recyclers create an additional 15,000 to 20,000 jobs nationally.<sup>1</sup>

# WE MAKE IT SIMPLE TO DRAMATICALLY REDUCE TEXTILE WASTE.

Source:  
1. "Textile Recycling in the U.S." Report submitted to  
SMART by Dr. Jana Hawley PhD. Univ. of Missouri 2009

[www.SimpleRecycling.com](http://www.SimpleRecycling.com) • [Info@SimpleRecycling.com](mailto:Info@SimpleRecycling.com)



## Textile Recycling Fact Sheet

You and your students are probably used to recycling aluminum, paper, glass, and other items. But did you know that clothing and other textiles can be recycled too? Here are some textile recycling facts to share with your class:

### The basics

- The Environmental Protection Agency estimates that the average person throws away **70 pounds** of clothing per year. That adds up to **3.8 billion pounds of unnecessary waste added to our landfills**.
- Clothing and household textiles currently make up **5.2% of the waste in landfills**.
- A textile is any item made from cloth or an artificial fabric like vinyl. Textiles are used for clothing, linens, bedding, upholstery, curtains, carpets, and other items. **Any textile item, even if it's worn, torn, or stained, can be recycled.** You can even recycle a single shoe! Items simply need to be clean and dry.
- Recycling clothing and textiles **decreases the use of natural resources**, such as water used in growing crops and petroleum used in creating new clothing and textiles. It also decreases the need for chemicals used in manufacturing new textiles and the pollution caused by the manufacturing process.

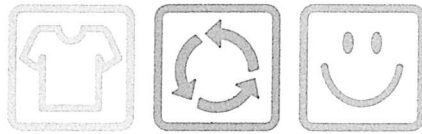
### How are recycled textiles used?

- Resold at charities' secondhand clothing stores
- Sent to developing countries
- Turned into wiping cloths, which are used in a variety of industries and businesses (everything from manufacturers to repair shops, construction industries, stores, and maintenance and custodial departments)
- Processed back into fibers and turned into paper, yarn, insulation, carpet padding, and other items

### Where can clothing and textiles be recycled?

If your town doesn't accept textiles with other recyclables, donate your items to a local recycling center or charity. **Nearly 100% of donated items are recycled.** The recycling center or charity will determine which items are usable as clothing, which can be sold and turned into wiping rags, and which can be sold and processed back into fibers to make new products. Charities and recyclers generate revenue for their programs, and textiles get a second (or third or fourth) life. To locate a donation center near you, visit [www.smartasn.org](http://www.smartasn.org).

donate recycle don't throw away®



## More Textile Recycling Facts

### What are specific textiles recycled into?

Here are a few examples:

- Stuffed toys and pillows become car seat stuffing and automobile insulation.
- T-shirts, sheets, towels, and clothing become wiping cloths.
- Denim becomes home insulation.
- Shoe soles become paving material.
- Sweaters and coats become carpet padding.
- Curtains and drapes become stuffing for pillows, sleeping bags, and animal beds.
- Wool sweaters and materials become baseball and softball filling.
- Velvet materials become jewelry box lining.
- Leftover fabric scraps become paper money.

### Additional resources

- *Something From Nothing* by Phoebe Gilman (Scholastic, 1992); geared for students from preschool to grade 3, this adaptation of a Yiddish folktale follows a piece of fabric as it goes from a baby blanket to a jacket to a vest to a tie, and so on.
- *The Travels of a T-Shirt in the Global Economy* by Pietra Rivoli (John Wiley, 2005); good source of background information about what happens to used clothing.
- *Salaula: The World of Secondhand Clothing and Zambia* by Karen Tranberg Hansen (University of Chicago Press, 2000); good source of information about the used clothing industry in Africa.

## MEMORANDUM

January 10, 2018

TO: Mayor and City Council

CC: Daniel Buchholtz, City Administrator

FROM: Wanda Brown, Recycling Coordinator

RE: Simple Recycling

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The City of Spring Lake Park Recycling Program would like to partner with Simple Recycling to provide a curbside pick-up program for clothing and household items. The program would pick up items at the curb on normal recycling days.

The program works by providing residents with a specialized orange Simple Recycling collection bag(s). Residents would place clothing, shoes and/or housewares in the bag provided or other waterproof bag with the Simple Recycling tag provided. They would then leave the filled bag(s) beside their recycling bin on their normal recycling pickup day. Simple recycling will then collect the bags and recycle their contents for reuse.

I have attached a copy of the Agreement for Collection of Soft Recyclables between Simple Recycling and the City, along with a flyer about the program. There is no cost to residents or the City for the program. Some of the other Cities that have started participating are Coon Rapids, Ham Lake, Mounds View, Brooklyn Park and Shoreview..

For more information or questions about this program, contact Wanda Brown at 763-792-7219 or at [wbrown@slpmn.org](mailto:wbrown@slpmn.org).





## AGREEMENT FOR COLLECTION OF SOFT RECYCLABLES

This Agreement for the Collection of Soft Recyclables ("Agreement") is made and entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, (the "Date of Execution") by and between the City of Spring Lake Park, a municipal corporation with an address at 1301 81<sup>st</sup> Ave NE, Spring Lake Park, MN 55432, (herein referred to as "Spring Lake Park"), and Great Lakes Recycling, Inc. d/b/a Simple Recycling, an Ohio corporation with a business address at 5425 Naiman Parkway, Solon, OH 44139 (together which with its successors and assigns, herein referred to as "Contractor").

### W I T N E S S E T H:

WHEREAS, Contractor is skilled and experienced in the collection and efficient recycling and disposition of Soft Recyclables; and

WHEREAS, Spring Lake Park desires to limit and restrict the quantity of Soft Recyclables which are deposited in the landfill; and

WHEREAS, Spring Lake Park has selected Contractor to collect, identify, haul, recycle and/or dispose of Soft Recyclables in Spring Lake Park Service Area; and

WHEREAS, Contractor can provide such services and is in the business of and has the expertise, experience, resources and capability to perform the collecting, identifying, packaging, hauling, recycling and/or disposing of Soft Recyclables; and

Now, THEREFORE, in consideration of the premises and material promises set forth below and other consideration the receipt and sufficiency of which is hereby acknowledged by the parties, Contractor and Spring Lake Park (herein collectively called the "Parties") hereby agree as follows:

1. **Term.** This Agreement shall begin upon the Date of Execution and continue for an initial term of five (5) years from the execution date of this Agreement (the "Initial Term"). At the end of the Initial Term Contractor and Spring Lake Park have the right to renew for additional five (5) year terms upon mutual agreement (each such term an "Extension Term" and collectively, the "Term"). Unless either Party provides written notice to the other Party at least sixty (60) days prior to the end of the Initial Term or any Extension Term, the Term shall automatically renew for an unlimited number of five-year terms. During the Term, Contractor shall have the sole and exclusive right to pick up Soft Recyclables in Spring Lake Park Service Area through municipal contracted pick up.

2. **Contractor's Program Commencement.** During the Term, Contractor agrees to begin providing program services immediately following the execution of this document. The Date of Commencement will be no later than twelve (12) months from the Date of Execution of this Agreement. On the Date of Commencement, Contractor agrees to furnish all labor, equipment, tools, and services required and necessary for the collection and disposal of Soft Recyclables within Spring Lake Park and provide qualified supervisory personnel to direct the activities of Contractor under this Agreement.

**3. Collection Vehicles.** All collection vehicles used in performance of the Agreement shall be duly licensed and inspected by the State of Minnesota and shall operate within the weight allowed by Minnesota statutes. Contractor shall obtain all pertinent licenses from the City, County and State.

In addition, all vehicles must be:

- a) Clean and maintained in proper working order
- b) Clearly identified on both sides with Contractor's name and customer service telephone
- c) Equipped with a two-way communications device, first aid kit, appropriate equipment for cleaning up spills and/or leaks, and all safety equipment required by the Federal, State of Minnesota, and local governing bodies, including federal and state Departments of Transportation

**4. Collection Procedures.** During the Term and after the Date of Commencement, Contractor shall collect all acceptable Soft Recyclables set-out for recycling and collection by Residential Customers in approved Containers. The decision of what is an "acceptable" Soft Recyclable shall be made in the sole reasonable discretion of Contractor. However, in no event shall Contractor be required to accept any Excluded Items which include, but are not limited to the following items: garbage, hazardous waste, carpet, newspapers, mattresses, large furniture, large appliances, yard waste, and electronic waste considered to be "covered electronic devices" under M.S. 115A.1310 (computers, peripherals, facsimile machines, DVD players, video cassette recorders, and video display devices) and in no event shall Contractor provide service to Commercial Customers. Contractor shall not be responsible for collecting Soft Recyclables which have fallen or been placed Curbside but are not in a Container. Contractor agrees to operate collection vehicles in such a manner to prevent materials from being blown from the vehicle. If at any time during collection and transport, Soft Recyclables are spilled onto a street, sidewalk, or private property, Contractor shall clean up and place in the collection vehicle all Soft Recyclables before the vehicle proceeds to the next stop on the collection route or shall promptly make all other reasonably necessary arrangements for the immediate clean-up of spilled Soft Recyclables. Contractor agrees to remove and dispose of all Soft Recyclables at no cost to Spring Lake Park.

**5. Collection Events.** Contractor shall provide services for collection of Soft Recyclables at annual spring and fall Citywide Clean-up events on dates specified by Spring Lake Park. Contractor will provide collection container or vehicle and personnel to run the collection of Soft Recyclables.

**6. Ownership.** Soft Recyclables set out for collection on the regularly scheduled collection day remains the responsibility and ownership of the property owner or tenant until handled by the Contractor at which point they become the responsibility and ownership of the Contractor.

**7. Set Out Procedures.** Residents shall place Soft Recyclables into Containers and place Containers at Curbside for collection. Overflow material shall be placed adjacent to the Container(s) in plastic bags or other easily handled container. Soft Recyclables shall not be set out in tied bundles. Contractor must collect all Soft Recyclables that are set out in this manner and are placed within seven (7) feet of the Curbside. Containers shall be placed in a manner that will not interfere with or endanger the movement of vehicles or pedestrians. When construction work is being performed in the right-of-way, Containers shall be placed as close as practicable to an access



point for the collection vehicle. Contractor may decline to collect any Soft Recyclables not set out in accordance with this paragraph.

**8. Contamination and Improper Set Out.** If Contractor encounters any improperly packaged Soft Recyclables or other contaminants in the Container, Contractor may leave those materials in the Container or remove them from the Container and leave them Curbside. Contractor must place a tag on the contaminant(s) that is not collected, collect the acceptable items, and leave contaminants at Curbside.

**9. Collection Schedule.** Contractor shall divide the Service Area into collection areas to coincide with Spring Lake Park collection dates and geographic area, between the hours of 7 a.m. and 6 p.m., Monday through Saturday. Collections shall be made from Service Recipients on a regular schedule in accordance with the existing Spring Lake Park recycling pickup schedule. However, Contractor has the option to alter the frequency of the scheduled pickups if requested in writing by the Contractor and approved by Spring Lake Park.

Contractor shall not be required to perform any service under this Agreement on Holidays. Following all Holidays, each Residential Customer shall receive collection service on the day following its normally scheduled collection with the weeks work to be finished by Saturday. Contractor may interrupt the regular schedule and quality of service because of street repairs, snow or other closures of public routes, which in Contractor's sole reasonable discretion makes the pick-up of the Soft Recyclables from a Service Recipient impracticable under the circumstances.

**10. Inventory of Containers.** During the term of this Agreement, Contractor shall purchase (at its sole cost) and maintain an inventory of acceptable and approved Containers for distribution to Service Recipients. Prior to commencement of service under this Agreement, Contractor shall provide new Containers to each Service Recipient. Containers shall initially be delivered to Service Recipients with an informational brochure on the recycling collection program described herein that is produced and printed by the contractor and approved by Spring Lake Park, which approval shall not be unreasonably withheld (the "Program Brochure").

**11. Missed Collections and Complaints.** Service Recipients shall be instructed by Spring Lake Park to report missed collections and complaints to Contractor. The Program Brochure and other program information shall include contact information for the Contractor to facilitate communication from Service Recipients. Contractor shall give prompt and courteous attention to all reported missed collections and complaints.

**12. Contractor's Fee.** After the Initial Term, the Contractor shall pay to Spring Lake Park a contract fee of One Cent (\$0.01) per pound of gross receipts of Soft Recyclables in Spring Lake Park. Payments shall be made to Spring Lake Park not more than thirty (30) days following the close of each calendar month during the term of this Agreement. Weight shall be collected and documented upon completion of each collection day. A monthly tonnage report shall be sent to the City of Spring Lake Park at the end of each month.

**13. Publication Information and Education Program.** Spring Lake Park shall provide public information in the normal course to inform Service Recipients of this recycling program. The content and timing of Spring Lake Park public information shall be coordinated with and approved by Contractor. Contractor may prepare and distribute its own promotional materials subject to Spring Lake Park approval, which approval shall not be unreasonably withheld.

Contractor shall participate in Spring Lake Park directed promotion and education efforts as outlined below:

- a. During the course of the routine recycling pick up, provide and distribute notices regarding rejected materials and proper set out procedures.
- b. Training of employees to deal courteously with customers on the telephone and on-route to promote the collection service and explain proper material preparation.
- c. Coordinate with Spring Lake Park for distribution of written promotional and instructional materials directly to Service Recipients.
- d. Be available a minimum of two times per year to participate in promoting the collection service at an area fair, neighborhood association program, school, or community event.
- e. Provide advice to Spring Lake Park on promotion and education material content and presentation.

**14. Telephone and Customer Service.** Contractor shall maintain and staff a local toll-free telephone number where complaints of Service Recipients shall be received, recorded and handled by Contractor, between the hours of 9:00 AM and 4:30 PM Monday through Friday, excluding Holidays. Typically, all "call backs" shall be attempted a minimum of one time prior to 6:00 p.m. on the day of the call. If the caller is not contacted on the first attempt, Contractor shall make subsequent attempts on the next working day after the original call. Contractor shall make a minimum of three (3) attempts within twenty-four (24) hours of the receipt of the call. All attempts to contact the caller shall be recorded on a log kept by Contractor.

**15. Marketing and Disposition of Recyclable Material.** Contractor shall be solely responsible for the marketing and sale of collected Soft Recyclables, and shall be solely responsible for the storage and disposition of the Soft Recyclables in the event it is unable to sell the Soft Recyclables in a timely manner. If Excluded Items or materials banned from disposal in municipal solid waste by the State of Minnesota are collected, knowingly or unknowingly, the Contractor shall be solely responsible for recycling or disposal of items as required by the State of Minnesota.

**16. Insurance.** During the term of this Agreement Contractor agrees to keep in force, with an insurance company licensed to transact business in Minnesota, an "occurrence basis" insurance policy or policies indemnifying, defending and saving harmless Spring Lake Park from all damages (except for damages caused by Spring Lake Park own negligence, willful misconduct or failure) which may be occasioned to any person, firm, or corporation, whether damages are by reason of any willful or negligent act or acts on part of Contractor, its agents or employees, with limits no less than:

- a. General Liability: One Million and no/100 Dollars (\$1,000,000.00) combined single limit per occurrence for bodily injury, personal injury, and property damage.
- b. Vehicle Liability: Two Million and no/100 Dollars (\$2,000,000.00) combined single limit per accident for bodily injury and property damage.

c. **Worker's Compensation/Industrial Insurance:** Limits as required by the State of Minnesota.

The general liability provisions in automobile liability policies are to contain, or be endorsed to contain, the following provisions:

(i) Spring Lake Park, its officers, officials, employees, and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of Contractor; products and completed operations of Contractor; premises owned, occupied, or used by Contractor; or automobiles owned, leased, hired, or borrowed by Contractor.

(ii) Contractor's insurance coverage shall be primary insurance as to Spring Lake Park, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by Spring Lake Park, its officers, officials, employees, or volunteers shall be in excess of Contractor's insurance and shall not contribute with it.

(iii) Any failure to comply with reporting provisions of the policy shall not affect coverage provided to Spring Lake Park, its officers, officials, employees, or volunteers.

(iv) Contractor's insurance shall apply separate to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

(v) Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, nor reduced in coverage or in limits except after thirty (30) days' prior written notice has been given to Spring Lake Park.

**17. Indemnification and Hold Harmless.** Except for Spring Lake Park's own negligence, willful misconduct or failures, Contractor shall save, keep, and hold harmless Spring Lake Park, its officers, agents, employees, and volunteers from all damages, costs, or expenses in law or equity that may at any time arise or be set up because of damages to property or personal injury received by reason of or in the course of performing work which may be occasioned by any willful or negligent act or omission of Contractor, any of Contractor's employees, or any subcontractor. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of Contractor and Spring Lake Park, its members, officers, employees, and agents, Contractor's liability hereunder shall be only to the extent of Contractor's negligence. The provisions of this paragraph shall survive the expiration or termination of this Agreement.

**18. Compliance with Law.** Contractor agrees to comply with all published ordinances, laws, rules, and regulations, together with amendments thereto, of the STATE, the United States of America, or City of Spring Lake Park pertaining to the services to be performed hereunder.

**19. Taxes.** Contractor agrees to save Spring Lake Park harmless from any and all taxes or assessments of any kind or nature levied by any political subdivision upon Contractor by reason of services rendered for Soft Recyclables and disposal for Spring Lake Park.

**20. Employee Conduct.** All Contractor personnel must maintain a courteous and respectful attitude toward the public at all times. At no time may they solicit, request or receive

gratuities of any kind. Contractor must direct its employees to avoid loud and/or profane language at all times during the performance of duties. Any employee of Contractor who engages in misconduct or is incompetent or negligent in the proper performance of duties or is disorderly, dishonest, intoxicated, or discourteous must be removed from service under this contract by Contractor.

**21. Monthly Reports.** Contractor shall provide monthly project status reports. These reports will be due within fifteen (15) days of the close of the month being reported. At a minimum, the reports shall include detailed data to allow analysis of collection and processing efficiencies including pounds of Soft Recyclables collected in the prior month, the payment of the required fee to Spring Lake Park, missed pick-ups, tagging, and complaints.

**22. Inspections.** Upon reasonable advanced request to Contractor, Spring Lake Park may inspect the facilities, equipment and operations of Contractor to assure itself of the appearance and compliance with provisions of this Agreement. Upon reasonable advance request, Spring Lake Park may review the records kept on the Soft Recyclables collected under the terms of this Agreement to test and validate the weights claimed. Spring Lake Park agrees to notify Contractor, in writing, at least forty-eight (48) hours prior to any such inspection and shall indicate the reasonable basis for requesting the inspection.

**23. Meetings and Communications.** In order to minimize misunderstanding and to provide thereafter a forum for discussing and resolving any issues that may arise, the parties agree to meet on a regular basis and hereby adopt communications procedures as follows:

Meetings After Collection Begins. After Collections begin, meetings shall be held no less frequently than a quarterly basis, unless otherwise mutually agreed, between representatives of the parties. Such meetings will be held for the purpose of reviewing and discussing day-to-day operations, promotion, public information and public relations.

Designation of Representatives. Each party shall send at least one representative to each meeting. Spring Lake Park shall send to each meeting at least one staff member with operation expertise. Each party shall designate one, and only one, representative as its Lead Representative. If a party sends only one representative to any meeting, that person shall be conclusively presumed to be its Lead Representative.

**24. Owner not Barred from Donating or Selling Soft Recyclables to Others.** Nothing in this Agreement shall abridge the right of an individual or household to give or sell their Soft Recyclable materials to any recyclable materials program.

**25. Compliance with Laws and Regulations.** Contractor agrees that, in performance of work and services under this contract, Contractor will qualify under and comply with any and all applicable federal, State and local laws and regulations now in effect, or hereafter enacted during the Term, which are applicable to Contractor, its employees, agents or subcontractors, if any, with respect to the work and services described herein.

**26. Termination and Breach.** Either party may terminate this Agreement without cause upon one hundred eighty (180) days written notice. Should Spring Lake Park elect to terminate this Agreement without cause under the aforementioned provisions or if Contractor terminates this agreement for-cause, Spring Lake Park shall not enter into any other Soft Recyclables program in

Spring Lake Park Service Area for the remainder of the contract term unless undertaken with the Contractor, unless said restriction is waived in advance, in writing by the Contractor. However, should Spring Lake Park elect to terminate this Agreement for-cause due to an uncured breach by the Contractor, Spring Lake Park shall not be precluded from entering into any other agreement for the collection, identification, packaging, hauling, recycling and/or disposing of Soft Recyclables.

In the event of a breach of the terms and conditions of this Agreement by either Party hereunder, the non-breaching Party may elect to terminate this Agreement by providing the defaulting Party with a written notice of such default, and allowing the breaching Party a period of thirty (30) days from and after the date of such notice to cure the breach complained of to the satisfaction of the non-breaching Party. In the event said breach is not cured within the thirty (30) day period, this Agreement shall be terminated (for-cause) as of the last day of the period. In the event Spring Lake Park is the non-defaulting party, Contractor agrees to furnish services under this Agreement until such time as another Soft Recyclables collection and disposal contractor can be selected by Spring Lake Park.

**27. Severability.** Should one or more of the provisions of this Agreement be held by any court to be invalid, void or unenforceable, the remaining provisions shall nevertheless remain and continue in full force and effect, provided that the continuation of such remaining provisions does not materially change the original intent of this Agreement.

**28. Independent Contractor Status.** In the performance of services pursuant to this Agreement, Contractor shall be an independent contractor and not an officer, agent, servant or employee of Spring Lake Park. Contractor shall have exclusive control over the details of the service and work performed and over all persons performing such service and work. Contractor shall be solely responsible for the acts and omissions of its officers, agents, employees, Contractors and subcontractors, if any. Neither Contractor nor its officers, agents, employees or subcontractors shall obtain any right to retirement benefits, Workers' Compensation benefits, or any other benefits which accrue to Spring Lake Park employees and Contractor expressly waives and claim it may have or acquire to such benefits.

**29. No Assignment.** This Agreement, or any interest herein, shall not be transferred, sold, nor assigned by either Party to any person, firm, or corporation, without the prior written consent of the other Party.

**30. Entire Agreement.** This Agreement supersedes any prior or contemporaneous representation or agreements, whether written or oral, between the Parties and contains the entire agreement

**31. Amendments.** Any modification or amendment of this Agreement shall require a written agreement signed by both parties.

**32. Nondiscrimination.** In the hiring of employees to perform work under this Agreement, the Contractor shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.

33. **Governing Law.** This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. All proceedings related to this Agreement shall be venued in Hennepin County, Minnesota.

34. **Access to Records and Data.** Contractor shall provide access to Spring Lake Park, to review collection and customer service records related to Spring Lake Park, produced by the Contractor that are directly pertinent to this Agreement for the purpose of making an audit, other examination and preparing excerpts and transcriptions.

35. **Government Data/Privacy.** The Contractor agrees to abide by the applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. HIPAA requirements, and all other applicable state or federal rules, regulations, or orders pertaining to privacy or confidentiality. The Contractor understands that all of the data created, collected, received, stored, used, maintained, or disseminated by the Contractor in performing those functions that the City would perform is subject to the requirements of Chapter 13, and the Contractor must comply with those requirements as if it were a government entity. This does not create a duty on the part of the Contractor to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.

36. **Waiver.** The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

37. **Notices.** All notices and other communications pursuant to this Agreement must be in writing and must be given by registered or certified mail, postage prepaid, or delivered by hand at the address set forth below:

Notice to City: Wanda Brown  
City of Spring Lake Park  
1301 81<sup>st</sup> Ave NE  
Spring Lake Park, MN, 55432

Notice to Contractor: Adam Winfield  
President  
Great Lakes Recycling, Inc. d/b/a Simple Recycling,  
5425 Naiman Parkway, Solon, OH 44139

38. **Definitions.**

**a. Commercial Customer:** The term "Commercial Customer" means non-residential customers, including businesses, public or private schools, institutions, governmental agencies and all other users of commercial-type Garbage collection services.

**b. Container:** The term "Container" means a bag supplied by Contractor for use by the Residential Customer to set out Soft Recyclables.

**c. Curb or Curbside:** The words "Curb" or "Curbside" relate to the homeowners' property, within seven (7) feet of the Public Street or Private Road without blocking sidewalks,

driveways or on-street parking. If circumstances preclude, a Curbside shall be considered a placement suitable to the resident, convenient to Contractor's equipment, and mutually agreed to by Spring Lake Park and Contractor.

**d. Excluded Items:** The term "Excluded Items" means Garbage, Hazardous Waste, large furniture, large appliances such as refrigerators, stoves, washers and dryers, magazines, newspapers, car seats, cribs, mattresses, paint, tires, cleaners, electronic waste considered to be "covered electronic devices" under M.S. 115A.1310 (computers, peripherals, facsimile machines, DVD players, video cassette recorders, and video display devices), etc. and any item heavier than fifty (50) pounds.

**e. Garbage:** The term "Garbage" means all putrescible and non-putrescible solid and semi-solid wastes, including, but not limited to, rubbish, ashes, industrial wastes, grass, yard debris, leaves, swill, demolition and construction wastes, dead animals, piles of debris, car parts, construction or demolition debris, any item that would be considered Hazardous Waste, or stumps.

**f. Hazardous Waste:** The term "Hazardous Waste" means any hazardous, toxic or dangerous waste, substance or material, or contaminant, pollutant or chemical, known or unknown, defined or identified as such in any existing or future local, state or federal law, statute, code, ordinance, rule, regulation, guideline, decree or order relating to human health or the environment or environmental conditions, including but not limited to any substance that is defined as hazardous by 40 C.F.R. Part 261 and regulated as hazardous waste by the United States Environmental Protection Agency under Subtitle C of the Resource Conservation and Recovery Act ("RCRA") of 1976, 42 U.S.C. § 6901 et seq., as amended by the Hazardous and Solid Waste Amendments ("HSWA") of 1984; the Toxic Substances Control Act, 15 U.S.C. § 2601 et seq.; or any other federal statute or regulation governing the treatment, storage, handling or disposal of waste imposing special handling or disposal requirements similar to those required by Subtitle C of RCRA or any Minnesota statute or regulation governing the treatment, storage, handling or disposal of wastes and imposing special handling requirements similar to those required by federal law.

**g. Holiday:** The term "Holiday" means the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, unless otherwise specified by Spring Lake Park recycling holiday schedule.

**h. Residential Customer:** The term "Residential Customer" means an individual or individuals residing in a single-family home or multi-unit residence up to 8-plex that is rented, leased or owned.

**i. Service Area:** The term "Service Area" means the municipal corporate limits of Spring Lake Park plus, if necessary, one or more adjacent municipalities within a forty (40) mile radius with a minimum of forty thousand (40,000) households and be scalable to a minimum of one hundred thousand (100,000) households within a forty (40) mile radius, based on the municipalities' collection censuses. The Service Area will encompass all of Spring Lake Park trash and recycling collection area, as it may be amended from time to time.

**j. Service Recipients:** The term "Service Recipients" means Residential Customers of Spring Lake Park in the Service Area.

**k. Soft Recyclable:** The term "Soft Recyclable" means items of an individual weight less than fifty (50) pounds and can be carried by one person. Soft Recyclables include primarily men's, women's and children's clothing as well as items such as jewelry, shoes, purses, hats, toys, pictures, mirrors, blankets, drapes and curtains, pillows, rags, sewing scraps,

sleeping bags, small furniture, small appliances, irons, radios and audio equipment, , cameras, lamps, hairdryers, tools, toasters, coffee makers, silverware, dishes, pots and pans, glasses and the like. The definition of Soft Recyclable is subject to modification in the discretion of Contractor based upon experience gained during the term of this Agreement.

IN WITNESS WHEREOF, the parties have executed and delivered this Agreement as of the Date of Execution first written above.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

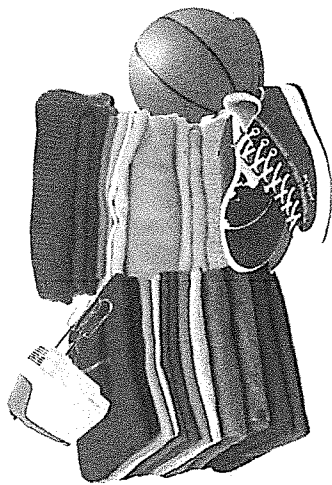
For Simple Recycling:

\_\_\_\_\_  
Adam Winfield, CEO, Simple Recycling



# SOLON AND SIMPLE RECYCLING ARE EXCITED TO ANNOUNCE A SIMPLE, EASY AND FREE NEW WAY TO RECYCLE YOUR CLOTHING, SHOES, ACCESSORIES AND OTHER HOUSEHOLD DISCARDS SUCH AS KITCHENWARE, TOOLS, TOYS, HOMEGOODS AND BOOKS.

In cooperation with Solon, Simple Recycling provides a simple and convenient way to keep this 100% recyclable and reusable material out of landfills to give these items a second life.



## Step 1

Place clothing, shoes and housewares in the bag provided or other waterproof bag with the Simple Recycling tag provided.



Enclosed are two Simple Recycling collection bags to get you started. Whenever you use the Simple Recycling Collection bags and/or tags, the collecting driver will leave another bag for you to use the next time you have materials for collection.

If you need more Simple Recycling collection bags, please call us at **866-835-5068** or email **info@SimpleRecycling.com**.

## Step 2

Leave the filled bag(s) beside your recycling bin on your regular recycling pickup day.



Mayor Susan A. Drucker

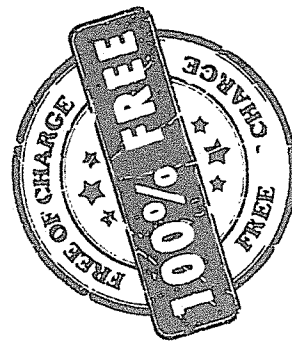
- This program is in addition to your current recycling program.

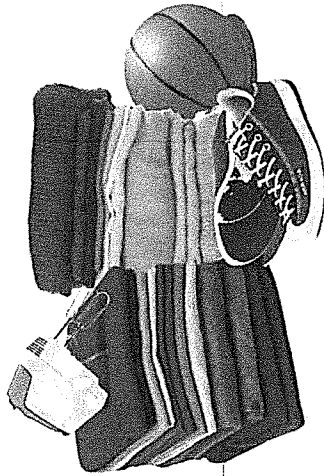
- Your recycling collection day will remain the same.

Please refer to the list on the other side of this brochure for items that are acceptable for recycling and collection.

## Step 3

Simple Recycling will collect the bags and recycle their contents for reuse!





## ITEMS THAT ARE ACCEPTABLE FOR SIMPLE RECYCLING COLLECTION...

- ☐ Men's Clothing
- ☐ Children's Clothing
- ☐ Women's Clothing
- ☐ Boots & Shoes
- ☐ Bedding  
(sheets, pillow cases, blankets, comforters)
- ☐ Belts & Ties
- ☐ Books  
(single or in pairs)
- ☐ Bras
- ☐ Coats & Jackets
- ☐ Fashion Accessories
- ☐ Handbags & Purses
- ☐ Hats & Gloves
- ☐ Kitchenware
- ☐ Linens
- ☐ Pillows
- ☐ Sandals & Slippers  
(in pairs)
- ☐ Socks
- ☐ Stuffed Animals
- ☐ Table Linens
- ☐ Tools
- ☐ Towels
- ☐ Toys
- ☐ Undergarments

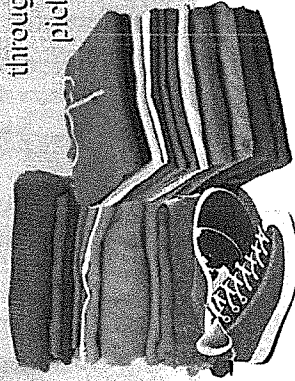
Simple Recycling will pick up the items and replace bags and stickers for your next collection. The Service Department would like to convey that if you donate these items to a charitable organization, please continue in the future. This program should not deter your current donation process, but gives you another option to dispose of these items should you choose to.

Items we CANNOT collect include: Large Appliances, Large Furniture, Tires, Paint, Carpeting, Mattresses, Traditional Recyclables (metal, glass, paper), Hazardous Waste.

## DID YOU KNOW:

Clothing and shoes are 100% recyclable, but 85% still ends up in landfills!

You can help change that by recycling your unwanted clothing and small household items through this free curbside pick-up service on your regular recycling collection day!



## Place green bags beside your recycling cart for collection.

## Questions? Call Simple Recycling:

# 866.835.5068

[info@simplerecycling.com](mailto:info@simplerecycling.com)

Recycle Clothing and Textiles on  
your normal recycling day!



## Residents can recycle unwanted clothing and more with free, curbside pick-up.

Brought to  
you by:



Mayor Susan A. Drucker

In cooperation with:

[simplerecycling.com](http://simplerecycling.com)



# Memorandum

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**To:** Mayor Hansen and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** February 15, 2018

**Subject:** HVAC replacement and repair – 8466 Central Avenue NE

The rooftop units at 8466 Central Avenue NE are in poor condition. The unit that serves the kitchen and hallway is able to be repaired; it has a cracked heat exchanger. That unit will be repaired this week. The smaller unit that serves the bar area is not worth repairing and needs to be replaced. In addition, the furnace and air conditioner that service the basement also failed and need to be replaced.

The City has received three quotes for the HVAC work. They are as follows:

Lee's Heating and Air, LLC	\$14,500.00
Joel Smith Heating & Air Conditioning, Inc.	\$15,283.00
RICCAR Heating and Air-Conditioning	\$15,600.00

Each quote does not include any extra venting or electrical work.

Staff recommends contracting with Lee's Heating and Air LLC.

If you have any questions, please don't hesitate to contact me at 763-784-6491.



# Proposal

Page # \_\_\_\_\_ of \_\_\_\_\_ pages

Lee's Heating and Air L.L.C.  
10500 7<sup>th</sup> Street  
Blaine, MN. 55434

PROPOSAL SUBMITTED TO: <u>City of Springlake Park</u>	JOB NAME <u>Laddy Lake Pub</u>	JOB # <u>Terry Randle</u>
ADDRESS <u>Springlake Park, MN.</u>	JOB LOCATION <u>Hwy 65 &amp; 85<sup>th</sup> Ave / Blaine</u>	DATE OF PLANS <u>Feb. 14 - 2018</u>
PHONE #	FAX #	ARCHITECT <u>Kevin - 651-769-3154</u>

We hereby submit specifications and estimates for: New Furnace & AC in basement and 1 Rooftop  
Day & Night

① 3 Ton Rooftop package Installed & rehooked up.  
R6X036KECA0AAA - Carbadactor 8,000<sup>00</sup>  
(-Xtra option: economizer 1,000.00)

① N8MSN1352422A 80% EFF Furnace

① 5 ton Cased coil END4X60L24A

① 5 ton Condensor W4A3606KN

① new condensate pump ① thermostat - basement 6,500<sup>00</sup>  
Test and run new equipment  
Remove and dispose of old equipment properly

total : 14,500

not incl. Any extra venting or high voltage electrical

We propose hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

\$ 14,500<sup>00</sup>

Dollars

with payments to be made as follows: 1/2 down (when equipment arrives) 1/2 when done installing new

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully  
submitted

Note - this proposal may be withdrawn by us if not accepted within 30 days.

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance \_\_\_\_\_

Signature \_\_\_\_\_



## Joel Smith Heating & Air Conditioning, Inc.

13915 Lincoln St. NE - Suite E, Ham Lake, MN 55304 \* Office 763.792.1066 \* Fax 763.717.3949

For more product information, please visit our website at:

Proposal

Proposal Submitted to

LADDIE LAKE PUB

att Shawn M-----

Phone Number

763-286-0626

Email

Address

8466 HIGHWAY 65 NE

City, State, Zip code

SPRING LAKE PARK MN

Date

2/14/2018

### INSTALL COMFORT SYSTEM TO INCLUDE

\* REPLACE 3 TON WITH NEW RKPNA036CM12E UNIT WITH HAIL GUARDS, CURB ADAPTER, THERMOSTAT, RECYCLE OLD EQUIPMENT

\$ 7,871.00

\* REPLACE THE FURNACE AND AC IN THE LOWER LEVEL WITH RUUD R801PA150, 150,000 BTU 82% EFFICIENT FURNACE AND RA1360, 13 SEER 5 TON AC WITH NEW COIL, PAD, USE

\$ 7,412.00

\*\* EXISTING LINESET, RECYCLE OLD EQUIPMENT.

\*\* THIS INCLUDES RETURN BOX IN THE MAIN LEVEL,

\*\* DOES NOT INCLUDE ANY EXTRA ELECTRIC OTHER THAN EQUIPMENT RECONNECT,

\*\* DOES NOT INCLUDE ANY OTHER DUCT ALTERATIONS.

\*\* PERMIT EXTRA AT COST FROM THE CITY.

Permit Additional

**TOTAL \$ 15,283.00**

#### Contractor's Agreement:

All work to be completed in a professional manner according to standard practices. Any changes from the specifications above may result in additional charges. **Payment for services rendered is due upon completion.** A service charge of 1.5% monthly will be assessed on all amounts past due. **Prices listed herein are valid for 30 days.**

Contractor

Signature **JOEL SMITH**

Date

2/14/2018

#### Acceptance of Proposal:

Upon signing, this proposal becomes a legal agreement between the contractor, Joel Smith Heating and Air Conditioning, Inc, and the home owner.

Homeowner agrees to the following: The above details are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payment will be made as outlined above.

Homeowner

Signature

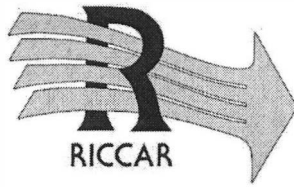
Date

#### Contractors Notice to Home Owner:

(a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

(b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due from us until 120 days after completion of the improvements unless we give you a lien waiver signed by persons who supplied any labor or material from the improvement and who gave you timely notice.





Heating and Air-conditioning  
2387 Station Parkway  
Andover, MN 55304

Date: 1/25/2018

Re: Laddie Lounge HVAC Replacement

Site Address: 8466 Hwy 65 NE  
Spring Lake Park, MN 55432

Contact: Ray & Shawn McManus  
[smbnmcm anus@comcast.net](mailto:smbnmcm anus@comcast.net)

After visiting the site and inspecting the HVAC equipment it was determined that the existing (3) RTU should be replaced do to multiple mechanical issues, age and extensive coil damage. We also noticed the units were set up for plenum returns, however there were no egg crates in the ceiling and the area is wood framed. The return will need to be ducted to the space at time of replacement.

The basement furnace also needs to be replaced and we would advise to do the air conditioner at the same time. (Due to weather conditions we were unable to run the AC to check operation)

Riccar proposes to provide and install the following equipment as replacement. Price includes all labor, material, RA grilles and RA ductwork to meet code, electrical and gas reconnect, permits and disposal of old equipment.

(2) RKKL-B090CL22EAJA 7.5 ton 230/3 phase 225 MBH RTU's with stainless steel heat exchangers, economizers, smoke detectors and curb adapters. \$14,850 each

(1) RKPN-A036CK08E 3 ton 230/3 phase 80 MBH RTU with economizer and curb adapter. \$8,200

(1)R80ISA150524MSA 80% AFUE furnace

(1)RA1360AJ1NA 5 ton 13 SEER air conditioner with matching Rheem cased coil  
\$7,400

Total cost for above: \$45,300.00

\*Price does not include any unforeseen electrical, structural, or roofing costs.







Offices in  
Minneapolis  
Saint Paul  
St. Cloud

470 U.S. Bank Plaza  
200 South Sixth Street  
Minneapolis, MN 55402  
(612) 337-9300 telephone  
(612) 337-9310 fax  
www.kennedy-graven.com  
Affirmative Action, Equal Opportunity Employer

**JAMES M. STROMMEN**

Attorney at Law

Direct Dial: (612) 337-9233

Email: jstrommen@kennedy-graven.com

February 12, 2018

Mr. Daniel Buchholtz  
City Administrator  
City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432-2116

Re: **2018 First Half Suburban Rate Authority Assessment**

Dear Mr. Buchholtz:

First, I would like to thank the City of Spring Lake Park for its continued membership in the Suburban Rate Authority, a joint powers association with 33 member cities totaling over one million in population. The SRA continues to address important issues for cities in utility matters and the residential and business customers who reside in Spring Lake Park. Enclosed is the first half assessment for the City's 2018 membership, allocated by vote of \$443 per vote of the City.

2017 was a very busy and successful year in addressing issues that arise within the SRA's purview. Together with the City of Minneapolis, we reached a significant settlement with Xcel Electric on the rates charged for new LED street lighting. As you may know, Xcel has changed over to LED most Xcel-owned poles over the last couple of years. This settlement has reduced rates from what would otherwise have been in place following the Xcel Electric 2015-filed rate increase for electric rates. We are in discussions with Xcel Electric on the offering of new LED lighting for decorative lights that many SRA cities have.

The SRA was also very active in the small cell (5G) legislation and ordinance amendments arising out of that 2017 legislation. The SRA provided assistance to the Minnesota League of Cities in its work on small cells during the recent legislative session. Currently, the SRA is an intervenor in the CenterPoint Energy rate case. In it, CPE seeks a \$56 million annual increase in revenues. The SRA has engaged a municipal gas utility superintendent who assisted in identifying over \$3 million in unwarranted proposed increases that CPE is likely to withdraw from its request.

We appreciate your City's membership and remind members that I can be contacted at any time on questions that may arise in connection with utility-related issues in Spring Lake Park.

Very truly yours,

James M. Strommen  
General Counsel

Enclosure

cc: SRA Delegate

**SUBURBAN RATE AUTHORITY**

470 U.S. Bank Plaza  
200 South Sixth Street  
Minneapolis, MN 55402  
(612) 337-9233

**INVOICE****TO:**

Mr. Daniel Buchholtz  
City Administrator  
City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432-2116

**DATE:** 02/12/2018

<u>DESCRIPTION</u>	<u>NUMBER OF VOTES</u>	<u>AMOUNT</u>
2018 Membership Assessment: (\$443.00 per vote)	2	\$886
Assessment Paid:		\$0
<b><u>First Half Assessment Due and Payable:</u></b>		<b><u>\$443</u></b>

**Please Send Payment To:**

Mr. Greg Sticha  
Treasurer  
Suburban Rate Authority  
Chanhassen City Hall  
P.O. Box 147  
Chanhassen, MN 55317-0147



## Police Report

January 2018

Submitted for Council Meeting – February 20, 2018

The Spring Lake Park Police Department responded to five hundred and fifty-six calls for service for the month of January 2018. This is compared to responding to four hundred and ninety-five calls for service in January 2017.

As of January 1, 2018, the police department is excited to announce that the Spring Lake Park Police Department Walk- up Police Window here in City Hall will be open on Saturdays from 10 am to 12 noon for business. This change was established to give the public a change to conduct business that would not be able to be completed during the normal business hours during the work week (Monday thru Friday).

In my December 2017 report to the Mayor and City Council, I reported on our Spring Lake Park Police Reserve Program and its administrators. During my report, I inadvertently stated that one of the administrators of the Reserve Program was Officer Mark Bonesteel. Although Officer Bonesteel does participate in different programs of the police department, he does not administer the Reserve Program. Therefore, I do apologize for this information and I would like to clarify that our Reserve Program Administrators are Officer Dave Chlebeck and Officer Tony Bennek. I again would like to publicly acknowledge these two officers and thank them for their dedication and professionalism that they have and continue to bring to this program.

Investigator Baker reports handling thirty-three cases for the month of January 2018. Twenty-eight of these cases were felony in nature, three of these cases were gross misdemeanor in nature and two of these cases were misdemeanor in nature. Investigator Baker also continues to monitor six forfeiture cases along with his normal case load. For further details see Investigator Baker's attached report.

Officer Chlebeck our School Resource Officer reports handling ten calls for service for the month of January 2018 at our local schools, along with conducting twenty-three student contacts, six escorts and four follow up investigations into school related issues. Officer Chlebeck did note that school was out of session for nineteen days in January, that two students were charged with 5<sup>th</sup> degree assault and disorderly conduct. Officer Chlebeck also indicated that he was able to attend the county wide school

resource officers meeting, participate in a school lock down drill and also conduct "Alcohol Compliance Checks" in our community. For further details see Officer Chlebeck's attached report.

The Spring Lake Park Police Department Administrative Office Staff continue to remain steadfast in their duties, typing and imaging reports, filing, answering and dispensing phone calls for service and information, while continuing to address citizen concerns at our "Police Public Walk up- Window", along with other duties that may be assigned on a daily basis.

The month of January was a very busy month for myself as well, besides handling the day to day operation of the police department, I continue to attend meetings on a daily basis representing the City of Spring Lake Park and the Police Department. These meeting include but are not limited to a Department Head meeting held here at city hall, a meeting with Mounds View Police Department regarding an employment back ground check for a tentative employee, a Spring Lake Park City Council Workshop, A Beyond the Yellow Ribbon Committee meeting held at our local Kraus-Hartig VFW, City Council Meetings, the monthly meeting of the Anoka County Chiefs of Police and a meeting of the Anoka Joint Law Enforcement Council, along with attending MN POST Board and OSHA required training for Blood Borne Pathogens and AED's. In my free time, I was able to sneak in a week's vacation in the month of January 2018.

This will conclude my report for the month of January 2018.

Are there any questions.



Investigator  
Brad Baker

# **Spring Lake Park Police Department**

## **Investigations Monthly Report**

**January 2018**

### **Total Case Load**

#### **Case Load by Level of Offense: 33**

<b>Felony</b>	<b>28</b>
<b>Gross Misdemeanor</b>	<b>3</b>
<b>Misdemeanor</b>	<b>2</b>

#### **Case Dispositions:**

<b>County Attorney</b>	<b>3</b>
<b>Juvenile County Attorney</b>	<b>0</b>
<b>City Attorney</b>	<b>2</b>
<b>Forward to Other Agency</b>	<b>0</b>
<b>SLP Liaison</b>	<b>0</b>
<b>Carried Over</b>	<b>23</b>
<b>Unfounded</b>	<b>0</b>
<b>Exceptionally Cleared</b>	<b>1</b>
<b>Closed/Inactive</b>	<b>4</b>

#### **Forfeitures:**

<b>Active Forfeitures</b>	<b>6</b>
<b>Forfeitures Closed</b>	<b>0</b>

## Spring Lake Park Police / School Resource Officer Report

### January 2018

Incidents by School Location	Reports (ICRs)	Student Contacts*	Escorts/Other	Follow Up Inv.
Spring Lake Park High School	9	23	6	2
Discovery Days (pre-school)				
Lighthouse School				
Park Terrace Elementary School				
District Office				
Able and Terrace Parks (School Related)				
School Related				
Miscellaneous Locations	1			2
Totals:	10	23	6	4

Breakdown of Reports (ICRs)	
Theft reports (cellphones, iPods, bikes, etc...)	
Students charged with Assault or Disorderly Conduct	2
Students charged with other crimes	
Non-students Charged	
Warrant Arrests	
Miscellaneous reports	8



# Memorandum

**To:** Mayor Hansen and Members of the City Council  
**From:** Terry Randall, Public Works Director  
**Date:** February 14, 2018  
**Subject:** Authorization to Purchase Five Vehicles

I am seeking authorization to purchase five new vehicles for the Public Works Department. These new vehicles will replace three 1998 Chevrolet trucks and a 1994 Ford F350 one ton truck that have all been used for twenty years. The part-time Public Works staff have used these older trucks. Our 2008 trucks will be used for another ten years. We have a 2008 Chevrolet Utility truck that will be utilized by the Parks Department for sprinkler and playground repairs.

I received a price quote from Ranger Chevrolet in Hibbing. The prices are from the state contract. The price quote is as follows:

3	-	2018 Silverado 4x4	(\$27,501.06/each)	\$82,503.18
		(These vehicles will be equipped for snowplows and trailer brakes)		
1	-	2018 Silverado 3500 2 Wheel Drive with no box		\$24,384.40
		(This vehicle will be used by the Utilities)		
1	-	2018 Silverado 3500 Dual Wheel 4x4 with no box		<u>\$ 30,793.00</u>
				<b>\$137,677.58</b>

These prices do not include tax, as it will be paid when the licensing of the vehicles takes place. The quote also does not include accessories, which I am currently in the process of obtaining.

The one-ton 2WD truck will be budgeted from the Utilities Renewal and Replacement fund. The four other vehicles were budgeted in the 2018 Equipment Certificate.

I have included a copy of the price quote with this memorandum.





**KAMGER GM**

1502 E HOWARD ST

HIBBING, MN 55746

218-263-7576 fax

800-894-7579

**CONTACT****PERSON**

FLEET MGR

BOB O'HARA

218-349-8955

rwohara01@aol.com

**CONTRACT # 135740**

SPRING LAKE PARK		T-29	
BASE MODEL	2018 CHEVROLET SILVERADO 4X4	CK25903	\$ 25,976.26
	REGULAR CAB w/8 FT BOX		
ADDED OPTIONS	6.0L V8	L96	STD
	6 SPEED AUTOMATIC	MYC	STD
	CLOTH SEAT TRIM	H2Q	STD
	AIR CONDITIONING		STD
	CRUISE CONTROL		STD
	POWER LOCKS		STD
	FLEET CONV PKG		\$ 638.00
	SNOW PLOW PREP		\$ 338.80
	BLOCK HEATER		\$ 88.00
	TRAILERING PKG		\$ 264.00
	TRACTION TIRES (req w VYU)		\$ 176.00
EXT COLOR	STD WHITE	GAZ	INCL
INT TRIM COLOR	CLOTH TRIM	H2Q	INCL

	TOTAL		\$ 27,481.06
	6.5% SALES TAX		NOT INCL
tax exempt plate fees	LICENCE TITLE & REG		NOT INCL
	TRANSIT TAX		\$ 20.00
	TOTAL per UNIT		\$ 27,501.06
	QTY	3	\$ 82,503.18

purchase order number

contact

customer

phone

email

TERRY RANDALL

CITY OF SPRING LAKE PARK

763-360-4973

trandall@slpmn.org

billing address

# RANGER GM

1502 E HOWARD ST

HIBBING, MN 55746

218-263-7576 fax

800-894-7579

CONTRACT # 135740

## CONTACT

### PERSON

FLEET MGR

BOB O'HARA

218-349-8955

rwohara01@aol.com

SPRING LAKE PARK		T-47	
BASE MODEL	2018 CHEVROLET SILVERADO 2WD	CC35903	\$ 24,264.60
	REGULAR CAB w/8 FT BOX		
	BOX DELETE	ZW9	\$ (840.40)
ADDED OPTIONS	6.0L V8	L96	STD
	6 SPEED AUTOMATIC	MYC	STD
	CLOTH SEAT TRIM	H2Q	STD
	AIR CONDITIONING		STD
	CRUISE CONTROL		STD
	POWER LOCKS		STD
	FLEET CONV PKG	PCR	\$ 849.20
	BLOCK HEATER	KO5	\$ 88.00
	note: with box delete option		
	truck does not have a spare		
	also CA Dimension 56"		

EXT COLOR	STD WHITE	GAZ	INCL
INT TRIM COLOR	VINYL SEAT TRIM	H2Q	INCL
	TOTAL		\$ 24,361.40
	6.5% SALES TAX		NOT INCL
tax exempt plate fees	LICENCE TITLE & REG		NOT INCL
	TRANSIT TAX		\$ 20.00
	TOTAL per UNIT		\$ 24,381.40
	QTY	1	\$ 24,381.40

purchase order number

contact

customer

phone

email

TERRY RANDALL

CITY OF SPRING LAKE PARK

763-360-4973

trandall@slpmn.org

# RANGER GM

1502 E HOWARD ST

HIBBING, MN 55746

218-263-7576 fax

800-894-7579

## CONTACT PERSON

FLEET MGR

BOB O'HARA

218-349-8955

[rwohara01@aol.com](mailto:rwohara01@aol.com)

### SPRING LAKE PARK

C181B

#### BASE MODEL

2018 CHEVROLET SILVERADO  
4X4

CK36003

\$ 29,321.00

CHASSIS CAB w/ 60" CA

DUAL REAR WHEELS

#### ADDED OPTIONS

6.0L V8

L96

STD

6 SPEED AUTOMATIC

MYC

STD

CLOTH SEAT TRIM

H2Q

STD

AIR CONDITIONING

STD

CRUISE CONTROL

STD

POWER LOCKS

STD

FLEET CONV PKG

PCR

\$ 849.20

SNOW PLOW PREP

VYU

\$ 338.80

BLOCK HEATER

K05

\$ 88.00

TRACTION TIRES

QZT

\$ 176.00

note: does not have spare tire

has 60" ca suitable fo 9 ft body

fram rails are straight

#### EXT COLOR

STD WHITE

GAZ

INCL

#### INT TRIM COLOR

VINYL SEAT TRIM

H2Q

INCL

#### TOTAL

\$ 30,773.00

6.5% SALES TAX

NOT INCL

#### tax exempt plate fees

LICENCE TITLE & REG

NOT INCL

TRANSIT TAX

\$ 20.00

TOTAL per UNIT

\$ 30,793.00

QTY

1

\$ 30,793.00

purchase order number

contact

customer

phone

email

TERRY RANDALL

CITY OF SPRING LAKE PARK

763-360-4973

[trandall@slpmn.org](mailto:trandall@slpmn.org)





# Memorandum

---

**To:** Mayor Hansen and Members of the City Council

**From:** Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

**Date:** February 14, 2018

**Subject:** 525 Osborne Road Property

I received a call from Scott Lepak, General Counsel for the North Suburban Hospital District, regarding the status of the 525 Osborne Road property.

Mr. Lepak has stated that the North Suburban Hospital District is seeking to dissolve in 2018. He stated that there has been limited interest in the 525 Osborne Road property to this point. He inquired if the City would have any interest in receiving the property in lieu of a cash distribution. The property has been appraised at \$750,000.

The NSHD Board has not established a formula for the distribution of assets. Based on the formulas presented by Mr. Lepak to the NSHD Board, the City would be slated to receive between \$369,137 to \$439,914, depending on the formula chosen by the Board and based on \$5,000,000 in total cash after asset liquidation.

Staff is seeking direction from the City Council on this matter. If there is no interest, I can inform Mr. Lepak of the City Council's decision. If there is interest, we can schedule the matter for a future work session to discuss further.

If you have any questions, please don't hesitate to contact me at 763-784-6491.





City of Spring Lake Park  
Engineer's Project Status Report

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To: Council Members and Staff  
From: Phil Gravel

Re: **Status Report for 2.20.18 Meeting**  
File No.: R-18GEN

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**Note:** Updated information is shown in *italics*.

**MS4 Permit (193802936).**

Continuing to work with the Public Works Director and the Administrator on implementing the work plan for MS4 items. Completed training with the Public Works Department in December.

**Surface Water Management Plan (193803949).**

We continue doing research for updating the local surface water management plan. Detailed storm water modeling has been completed. *The model is showing flooding in areas that are known to flood, so the model seems to be appropriately calibrated. We are currently using the storm water model to evaluate proposed conditions to see what can be done to reduce flooding in these areas.*

**2017 Sanitary Sewer Lining Project (193803782).**

This project includes sanitary sewer lining in the neighborhood east of Able Street and north of 81<sup>st</sup> Avenue. The Contractor, Visu-Sewer, has completed the lining work and the remaining service grout work. Terry Randall has reviewed post-lining inspection reports and is working on follow-up items.

**2018 Sanitary Sewer Lining Project (193804547).**

*This project includes sewer lining in the northeast area of the city. We are currently preparing construction plans and will solicit late this spring.*

**2017-2018 Street Seal Coat Project (193803783).**

This 2-year project includes street maintenance in the neighborhood north of 81<sup>st</sup> Ave. and west of Monroe St. (2017) and in the neighborhood east of Monroe St., south of 81<sup>st</sup> St. and west of TH 65 (2018). Terry Randall will coordinate 2018 work this summer.

**Other issues/projects.**

Working with Technical Advisory Committee (TAC) for the Coon Creek Watershed District.

*We met with the Public Works Director to discuss the city's water system. We reviewed steps for completing the Water Supply Plan (DNR requirement) and for getting an extension for the city's Wellhead Protection Plan. We also discussed mapping, along with well maintenance and water plant maintenance.*

Working with agents for cellular companies regarding facilities on the water towers.

Continue working Dan and the developer regarding the Hy-Vee development.

Working on site plan construction issues for the Dominion project. Terry Randall is monitoring day-to-day issues on the project.

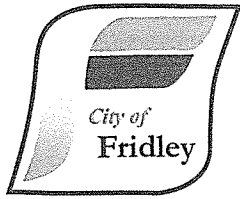
Feel free to contact Harlan Olson, Phil Carlson, Jim Engfer, Mark Rolfs, Marc Janovec, Peter Allen, or me if you have any questions or require any additional information.





# **CORRESPONDENCE**





**Fridley City Hall**  
6431 University Ave N.E. Fridley, MN 55432-4303  
(763) 571-3450 • FAX (763) 571-1287 • [FridleyMN.gov](http://FridleyMN.gov)

February 5, 2018

Re: Comprehensive Plan Amendment  
City of Fridley

Please find enclosed a copy of a proposed Comprehensive Plan Amendment for the City of Fridley. The proposed amendment will remove a vacant site at 5601 East River Road from the Northstar Transit Oriented Development Zoning District. The property owner has requested to rezone the property from C-3, General Shopping, to M-2, Heavy Industrial. The City of Fridley is considering this change as an amendment to Fridley's 2030 Comprehensive Plan and the draft 2040 Comprehensive Plan. Attached is a copy of the proposed text change to the Economic and Redevelopment Chapter of Fridley's 2030 Comprehensive Plan. Please forward any comments to me in an email at [julie.jones@fridleymn.gov](mailto:julie.jones@fridleymn.gov) or fill out the attached form and fax it to my attention at 763-571-1287.

Please have your comments back to me before the **April 5, 2018**, 60-day deadline if possible. Thank you in advance for your cooperation.

Sincerely,  
City of Fridley

A handwritten signature in cursive script that reads 'Julie Jones'.

Julie Jones  
Planning Manager

February 5, 2018

City of Fridley  
Community Development Department  
Attn: Julie Jones  
6431 University Avenue NE  
Fridley MN 55432  
Phone: 763-572-3599  
Fax: 763-571-1287  
E-mail: julie.jones@fridleymn.gov

Re: Agency Response to the City of Fridley's Comprehensive Plan Amendment, CP #18-01, Text Change to Chapter 4, Economic and Redevelopment Plan, of Fridley's 2030 Comprehensive Plan, to remove a 25.5 acre parcel at 5601 East River Road from the Northstar TOD Zoning District and change the zoning from Commercial to Industrial

Please be advised that \_\_\_\_\_ (Agency/Jurisdiction) has received notice from the City of Fridley of a Comprehensive Plan amendment to amend Chapter 4, Economic and Redevelopment Plan, to change reference to the 25.5 acre parcel at the corner of I-694 and East River Road as master planned for mixed use to industrial.

Check applicable line:

\_\_\_\_\_ The Comprehensive Plan amendment is not anticipated to impact this jurisdiction. No comments on the application will be forthcoming.

\_\_\_\_\_ This jurisdiction submits the attached written comments on the Comprehensive Plan amendment. (by April 5, 2018)

\_\_\_\_\_ Other: (Attach separate pages if necessary)

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Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

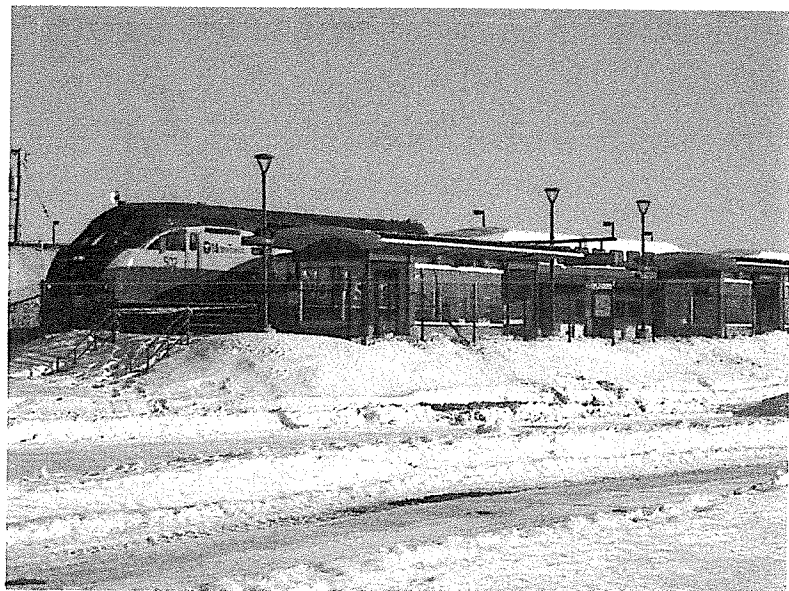
Date: \_\_\_\_\_

### ***Moore Lake Area***

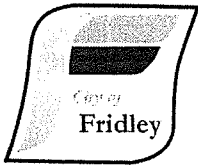
The Moore Lake Shopping Center area posed another opportunity in the City for a walkable downtown. The only form of public transportation in this 90 acre area is limited bus service along Central Avenue, but recreational trails and sidewalks exist in the area leading to Moore Lake Park. The Moore Lake Shopping area needs improved landscaping along the medians and right of ways. The Only Deals site needs updating. It could be combined with the site of the former Shorewood restaurant on Moore Lake and redeveloped into a mixed use site with fine dining on the lower level and condominiums overlooking the lake and park above. The area on the west side of Highway 65 contains a vacant Sinclair gas station site, which is non-conforming in size, and has sat vacant for years. The bowling alley site needs updating. If the senior condominium projects, which received approvals for the corner of Mississippi and Central, do not receive financing and lose their effective status, the City should continue to pursue high density, senior housing for these corners due to the demand for this type of housing in Fridley.

### ***Northstar Transit Oriented Development***

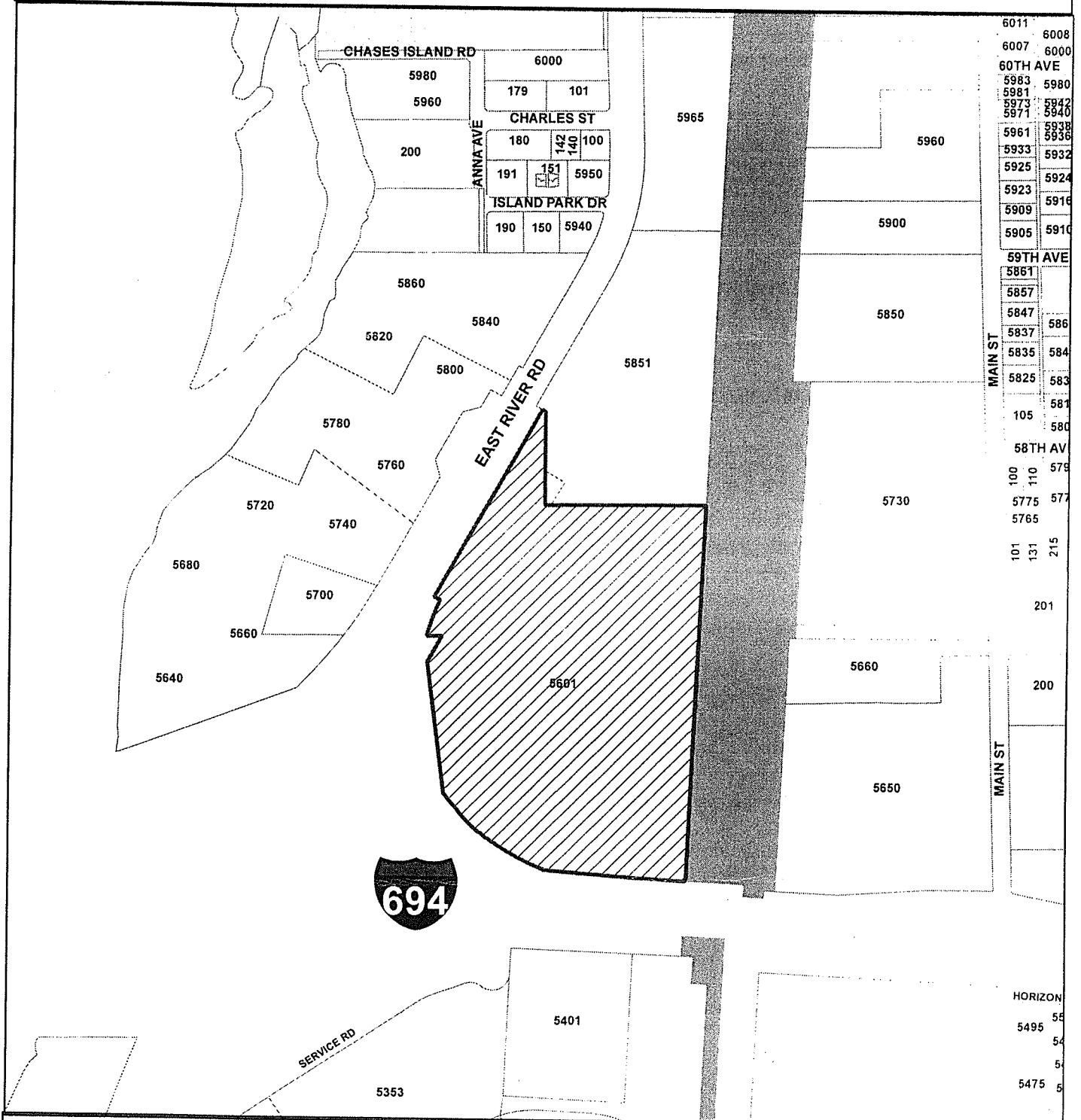
While University Avenue between 53<sup>rd</sup> Avenue and Mississippi Street is currently solely designed for automobile traffic, it is one of the main public transit areas in the City. The southbound bus stop at 57<sup>th</sup> and University is the last stop before the morning express route buses rush downtown, making it a quick, 15-minute commute to work in the central city. Bus stops are also heavily used at 61<sup>st</sup> and Mississippi Street on University Avenue. The Northstar Commuter Rail Station is just west of University Avenue at 61<sup>st</sup> Avenue. The Hyde Park neighborhood, in the heart of this area contains affordable rental and homeownership opportunities for the surrounding industrial workforce.



Three of Fridley's largest employers have facilities within a mile of the Fridley Northstar Station. One of Fridley's major commercial intersections, University and I-694, is also in this area. The Fridley Market site in this corner has been going through extensive redevelopment by the private owner, providing new retail opportunities and jobs for the area. In addition, a 25.5 acre, vacant, site at the corner of I-694 and East River Road has potential to provide new jobs in the area. The site had been master planned for mixed use development, however, after several years, the developer has been unable to find a suitable commercial user, with excess commercial space available metro wide, and multiple market rate residential developers have expressed concerns over market limitations. While the City continues to preserve space across this site for a railroad crossing to connect the Northstar TOD area to the Fridley Market site, the City is considering removing the parcel from the Northstar TOD Zoning District and allowing the site to be developed as industrial, the use it had previously. The City has found that it is not reasonable for a site like this on a corner of an interstate and a County highway to meet the TOD setback and screening requirements. Yet preserving the bridge connection will ensure that this site can still serve as a key multi-modal access point in the Northstar TOD Area. All of these components make this 355 acre area a great opportunity for transit oriented development (TOD).



# Community Development Department



## SOURCES

Fridley Engineering  
Fridley GIS  
Anoka County GIS

Map Date: February 5, 2018

Comprehensive Plan Amendment  
5601 East River Road





# Anoka County

## COUNTY ADMINISTRATION

Respectful, Innovative, Fiscally Responsible

JERRY SOMA  
County Administrator

January 25, 2018

The Honorable Cindy Hansen  
Mayor, City of Spring Lake Park  
1301 81st Avenue NE  
Spring Lake Park, MN 55432

RE: Coon Creek Watershed District Appointments

Dear Mayor Hansen:

In accordance with the provisions of Minn. Stat. § 103B.227, Anoka County in January 2018 published a notice that a term will expire for one manager on the Coon Creek Watershed District Board of Managers. The notice publication requirement applies because Coon Creek Watershed District is considered a watershed management organization. The published notice states that persons interested in being appointed may submit their names to the appointing authority, which is the county board, for a watershed district appointment. For your information, a copy of the notice is enclosed.

In appointing a manager to the Coon Creek Watershed District, Minn. Stat. § 103D.311 is applicable. This statute requires a county board, upon the expiration of a term, to appoint a manager for a watershed district from a list of persons nominated jointly or severally by the cities and municipalities within the district if a list(s) is submitted 60 days before the manager's term of office expires or to appoint a manager who resides in a city that fails to submit a list. The vacancy expires on May 27, 2018. In order for the county to accept nominations, they must be received by Wednesday, March 28, 2018. If there is a desire to submit a list jointly for a manager appointment, you may wish to confer with affected cities and jointly submit the list. The cities with territory located in the Coon Creek Watershed District are Andover, Blaine, Columbus, Coon Rapids, Fridley, Ham Lake, and Spring Lake Park.

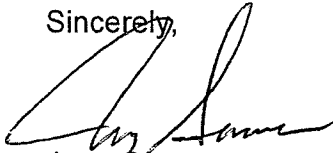
In order for names submitted to the county to be considered a list under the statutory definition, the list must contain the names of at least three nominees eligible to be appointed. To be eligible for an appointment, a nominee must reside within the watershed district boundaries, be eligible to vote in the district, and not be a public officer of the county, state, or federal government (except that a soil and water conservation supervisor can be appointed). The county board may choose to appoint someone who is not on a list if the person resides in a city that did not submit a list.

The appointee, whose term will expire on May 27, 2018, is Byron Westlund. A map outlining the Coon Creek Watershed District is being forwarded to the manager/administrator/clerk of the City of Spring Lake Park.

All applicants must submit a completed application form to the appointing authority. Find the application at [anokacounty.us/2227/Advisory-Boards-and-Commissions](http://anokacounty.us/2227/Advisory-Boards-and-Commissions).

Please contact me if you have any questions regarding this appointment process.

Sincerely,



Jerry Soma  
County Administrator  
763-324-4715  
[Jerry.Soma@co.anoka.mn.us](mailto:Jerry.Soma@co.anoka.mn.us)

JS:bv

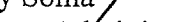
Enclosure

c: Spring Lake Park City Manager/Administrator or Clerk  
Brenda Vetter, Principal Administrative Assistant



## PUBLIC NOTICE OF VACANCY

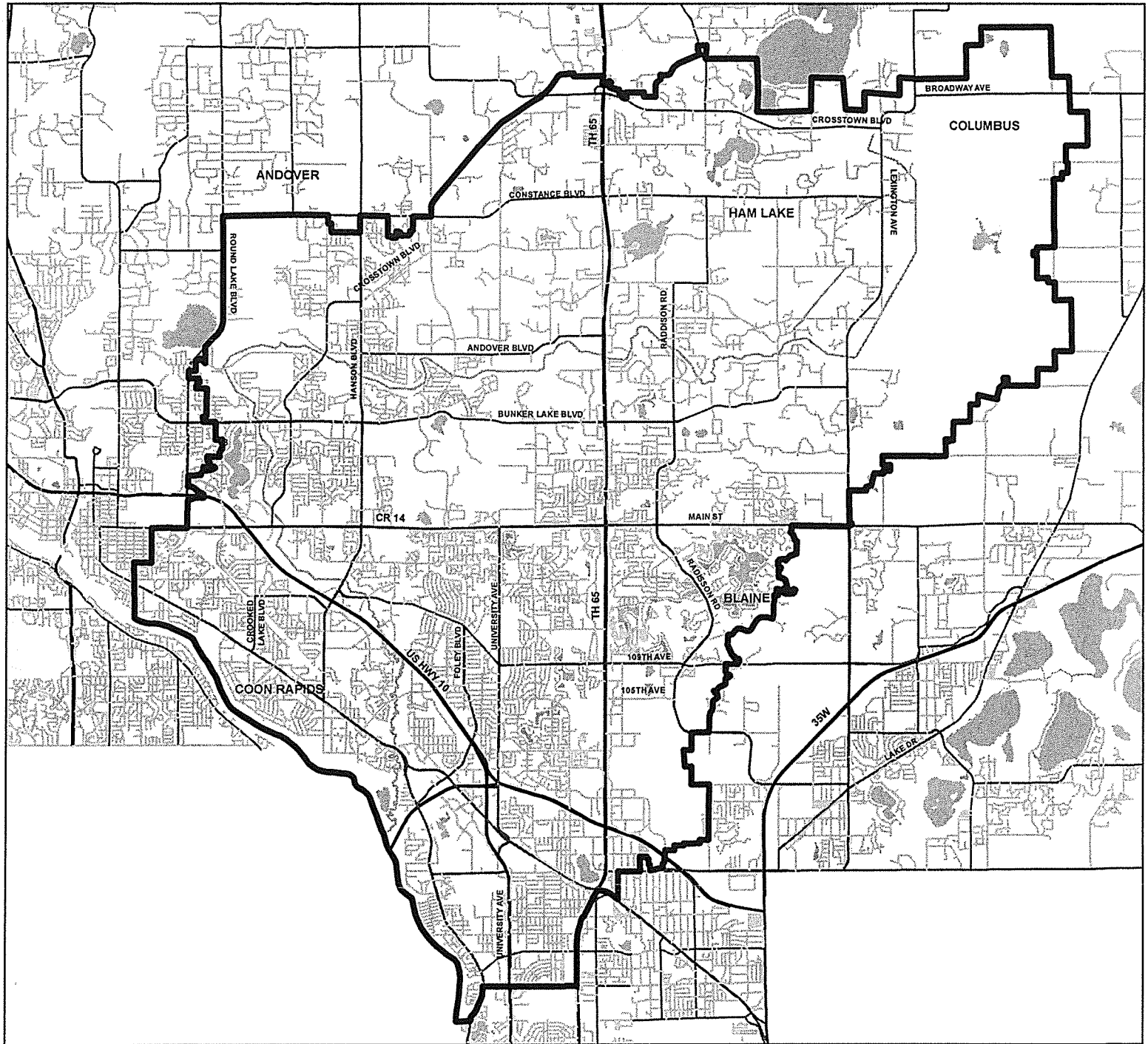
**NOTICE IS HEREBY GIVEN** pursuant to Minn. Stat. § 103B.227 and § 103D.311 that vacancies will occur on the Coon Creek Watershed District Board of Managers due to the expiration on May 27, 2018, of the term of Byron Westlund, City of Ham Lake. Term of the appointment is for three years. Managers are eligible to be reappointed. Persons interested in being appointed to serve on the Coon Creek Watershed District Board of Managers may submit their names for consideration to the Anoka County Board of Commissioners, the appointing authority, by March 28, 2018. Minn. Stat. § 103D.311 permits the cities in the district to submit a list(s) of nominations to the county board. If a valid list(s) containing at least three eligible nominees for a manager's position is submitted at least 60 days prior to the expiration of the terms or by March 28, 2018, the Anoka County Board of Commissioners is required to make appointments either from the list(s) or to appoint a manager who resides in a city that fails to submit a list. Since a list may be submitted, persons interested in being considered for appointment may wish to contact their city to request to be included on a list of nominations. In the absence of a valid list, the Anoka County Board of Commissioners may appoint any voting resident of the Coon Creek Watershed District who is not a public officer of the county, state, or federal government.

  
/s/ Jerry Soma  
County Administrator


PUBLISH IN: Anoka County Record, January 23, 2018  
Forest Lake Times, January 25, 2018



# Coon Creek Watershed District

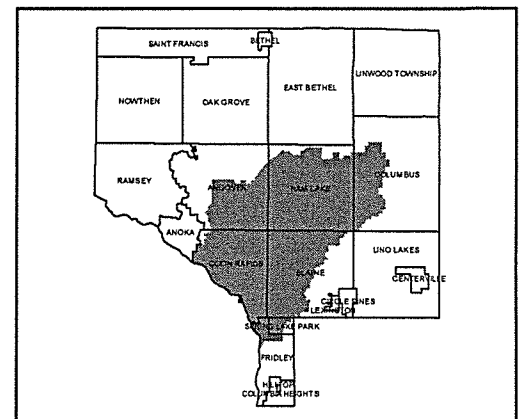
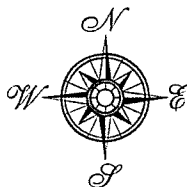


## Legend

 WATERSHED DISTRICT BOUNDARY

## BOARD OF MANAGERS

Anthony Wilder, President  
 Warren Hoffman, Vice-President  
 Byron Westlund, Treasurer  
 Michael Kreun, Secretary  
 Matthew Herbst, At-Large



January 17, 2018





**Anoka County**  
COUNTY ADMINISTRATION  
Community & Governmental Relations

**Linda Hedstrom**

Community Development Program Assistant

Phone: 763.324.4601

E-mail: [linda.hedstrom@co.anoka.mn.us](mailto:linda.hedstrom@co.anoka.mn.us)

**MEMO TO:** The Township and Cities within Anoka County

**FROM:** Linda Hedstrom, Community Development Program Assistant *LH*

**DATE:** February 14, 2018

**SUBJECT:** Minnesota Housing's 2018 *Start Up Program* for First-Time Homebuyers is OPEN

Minnesota Housing's 2018 *Start Up Program* for first-time homebuyers is open for business. Anoka County's 2018 allocation is \$5,965,985. This mortgage/loan program offers affordable, fixed interest rates, down payment and closing cost assistance to qualified buyers and includes a large network of experienced lending partners (buyers must use an MN Housing-approved lender). FYI: Anoka County itself does not fund a down payment assistance program.

Buyers must qualify financially and may also be required to attend a home buyer education class. Buyers have two education options available to them: an in-person class (*HomeStretch*) or an on-line class (*Framework*). To locate classes, buyers can contact the Minnesota Homeownership Center at 651-659-9336 or [www.hocmn.org](http://www.hocmn.org).

MN Housing continues to offer another loan program "*Step Up*" for non first-time homebuyers. The program has many of the same benefits and requirements as the *Start Up* program. Although the county does not get an allocation for it, it is available to all qualified homeowners. This program is for existing homeowners or repeat homebuyers who are looking to either refinance their current mortgage or purchase a home.

Advertising is key to making this a success, so please include info about this program in any upcoming newsletters, utility billing, web site or any other venue at your disposal. Just a reminder to please carefully proof what you publish so that wrong numbers or information don't create problems for you or your residents. Your help in getting the word out is invaluable to making this another successful year.

Attached for your information is a copy of the info packet I provide to callers who request program information. Updates to the program may occur during the program year, so advise residents to check the MN Housing website for the most current information.

If you have any questions, please call me at 763-324-4601 or email me at [linda.hedstrom@co.anoka.mn.us](mailto:linda.hedstrom@co.anoka.mn.us). Also, feel free to visit MN Housing's website at [www.mnhousing.gov](http://www.mnhousing.gov) as they have other homeowner programs including Rehab or Fix-Up loans that might benefit your residents. Thanks!



Anoka County Courthouse ▲ 2100 3<sup>rd</sup> Avenue, STE W250 ▲ Anoka, MN 55303 ▲ [www.anokacounty.us/cd](http://www.anokacounty.us/cd)  
Office: 763-324-4650 ▲ Fax: 763-324-4610

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Affirmative Action / Equal Opportunity Employer



## First-Time Homebuyers

### **Are you a first-time homebuyer interested in buying a home in Anoka County?**

Minnesota Housing, the state's housing finance agency, funds various homebuyer and homeowner programs. The County, on behalf of its municipalities, participates in Minnesota Housing's **Start Up** program for first-time homebuyers. The program offers affordable low-interest fixed-rate mortgages to qualified buyers; down payment and closing cost loans may also be available. This year over five million dollars (\$5,965,985) is available for loans to qualified first-time buyers who wish to purchase homes in Anoka County. FYI: Mobile home purchases don't qualify unless the home is permanently attached to a lot and taxed as real property.

Municipalities in Anoka County: Andover, Anoka, Bethel, Blaine, Centerville, Circle Pines, Columbia Heights, Columbus, Coon Rapids, East Bethel, Fridley, Ham Lake, Hilltop, Lexington, Lino Lakes, Linwood Township, Nowthen, Oak Grove, Ramsey, Spring Lake Park and St. Francis

### **Minimum Start Up Requirements for 2018:**

You may be eligible if you:

- are a first-time homebuyer or haven't owned a home in the past three years
- meet minimum credit score requirements as set by Minnesota Housing
- don't exceed income limits - **Combined household INCOME limits are:** 1-2 Persons - \$90,400\*  
3+ Persons - \$103,900\*
- don't exceed purchase price limit - **Home PURCHASE PRICE limits are:** \$306,000\*

\*Interest rates, income limits and home purchase prices are subject to change during the program year

**Check Minnesota Housing's web site [www.mnhousing.gov](http://www.mnhousing.gov) for current rates, limits and prices**

1. **The first step in the process is contacting an approved lender** - you must use a lender approved by Minnesota Housing. You can find one by visiting their website at [www.mnhousing.gov](http://www.mnhousing.gov) look under the "Homebuyers & Homeowners" tab, click "Find a Lender"
2. You may be required to attend a homebuyer education class as part of this process; if so, here are two options:
  - *HomeStretch* - an in-person class offered by the Anoka County Community Action Program (ACCAP) [www.accap.org](http://www.accap.org)
  - *Framework* - an on-line course offered by the Minnesota Homeownership Center [www.hocmn.org](http://www.hocmn.org)
3. Minnesota Housing also offers qualified buyers down payment and closing cost loans up to \$12,000.  
**Anoka County does not fund its own down payment assistance program.**

*-Minnesota Housing also helps with refinancing and rehabbing homes, visit their website to learn more-*

### **CONTACTS:**

4. To have an information packet mailed to you - **call Linda at Anoka County (763) 324-4601;**
5. For the local *HomeStretch* class, call ACCAP at (763) 783-4747 or visit [www.accap.org](http://www.accap.org)
6. For *Framework* or other homeowner info, call MN Homeownership Center at 651-659-9336 or visit [www.hocmn.org](http://www.hocmn.org)
7. For more program information, including finding an approved lender, call Minnesota Housing at (651) 296-8215 or 800-710-8871 or visit [www.mnhousing.gov](http://www.mnhousing.gov)

**Check Anoka County's Community Development website [www.AnokaCounty.us/cd](http://www.AnokaCounty.us/cd) for additional info on county-run Homeowner programs including: Low-Interest Well/Septic Loan Program, Home Rehab Loans and more.**



*Minnesota Housing is a trusted state agency. We believe that housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance affordable housing.*

*Whether you're just starting your home search or ready to tackle home improvements, we've got you covered. Learn more at [www.mnhousing.gov](http://www.mnhousing.gov).*

# Homeownership is Possible.

**mn** MINNESOTA  
HOUSING

We'll help you get started!

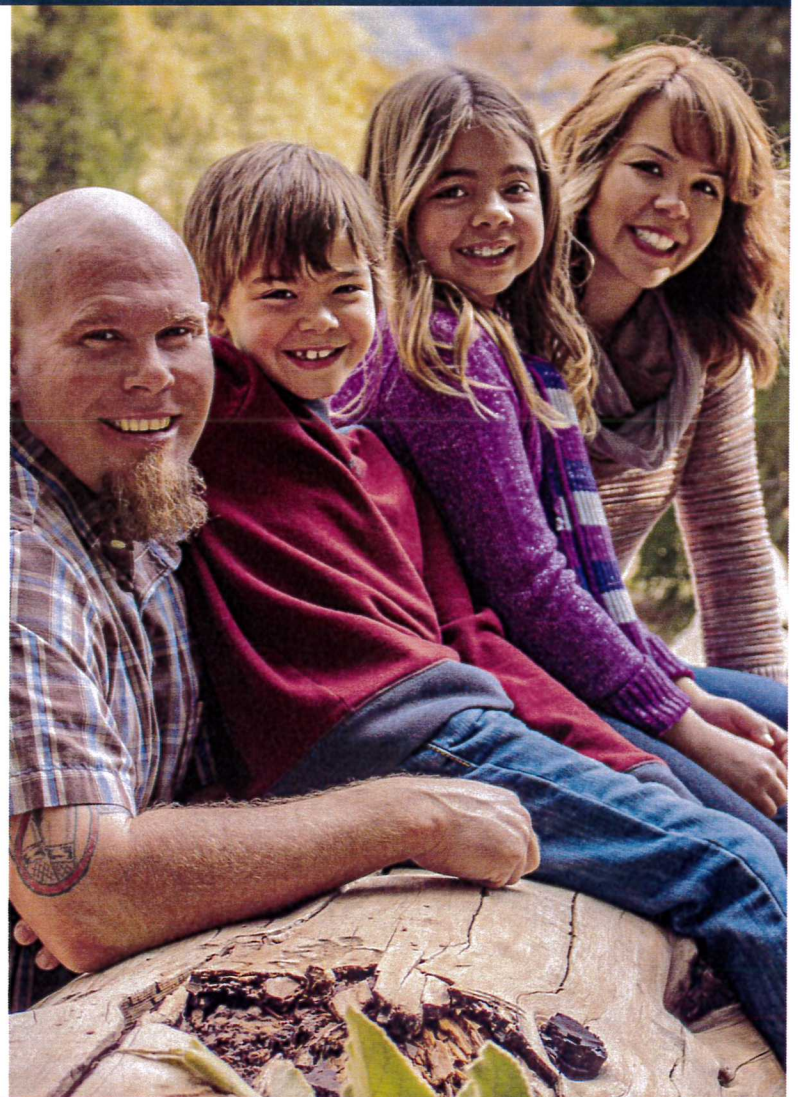
651.296.8215 | 800.710.8871

TTY 651.297.2361

[mnhousing.solution@state.mn.us](mailto:mnhousing.solution@state.mn.us)

[www.mnhousing.gov](http://www.mnhousing.gov)

Minnesota Housing is neither an originator of loans nor a creditor and is not affiliated with any Lender. To find out if you are eligible, or to apply for a loan, please contact a participating Lender.





*Owning a home is much more than a financial transaction. It means independence, growth and a place to share with family and friends. It's also a big responsibility and commitment. We offer the programs and resources that will help you buy a home and be a successful homeowner. Start your path today!*



## 1. Learn about Homeownership

Homebuyer education or counseling is a great place to start your homeownership journey. Worried about your credit? Curious about closing costs? Wondering how mortgage insurance works? Your advisor will teach you about the process, answer your questions and help you decide if homeownership is right for you.

Homebuyer education is required for most of our homebuyers. It's easy and convenient with both in-person and online options available.

Contact the **Minnesota Homeownership Center** at [www.hocmn.org](http://www.hocmn.org) or **651.659.9336** for:

- *Framework* (online)
- *Home Stretch* (classroom)
- *Realizing the American Dream* (classroom)
- One-on-one homebuyer counseling

## 2. Contact a Lender

Lenders around the state offer our affordable loan programs. Visit [www.mnhousing.gov](http://www.mnhousing.gov) and click **Find a Lender** to search by location or name, then call or email to schedule an appointment. You and your lender will discuss your needs, talk about loan options and start the pre-qualifying process.

## 3. Take the Next Step

Begin your home search and research our loan programs at [www.mnhousing.gov](http://www.mnhousing.gov). We can save you money with low interest rates, down-payment and closing cost loans up to \$12,000 and 3% down options. When you're ready to buy, we're here to help make it affordable!



Find a lender near you at  
[www.mnhousing.gov](http://www.mnhousing.gov) or **651.296.8215**





## Start Smart with Homebuyer Education

Want to buy a home? Not sure where to start?  
Get on the path to successful homeownership with  
education and counseling.

Homebuyer education or counseling is a great place to start your homeownership journey. Worried about your credit? Curious about closing costs? Wondering how mortgage insurance works? Your advisor will teach you about the process, answer your questions and help you decide if homeownership is right for you. Homebuyer education is required for most of our homebuyers. It's easy and convenient with both in-person and online options available. Choose from the following approved providers and courses:

### Minnesota Homeownership Center | 651.659.9336 or [www.hocmn.org](http://www.hocmn.org)

- **Framework®:** Online homebuyer education on your own time and at your own pace
- **Home Stretch™:** In-person workshops around the state taught by experienced housing professionals
- **Realizing the American Dream:** An interactive, in-person course covering the aspects of purchasing a home

### Minnesota Housing Homeownership Capacity Program

Check out our Homeownership Capacity Program if you need additional assistance with improving your credit, developing a spending plan, developing a savings plan, or reducing debt. One of our partner organizations can provide in-depth financial coaching to set you up for success when you're ready to purchase a home.

- **African Development Center:** 612.333.4772, [www.adcminnesota.org](http://www.adcminnesota.org)
- **Bii Gii Wiin:** 612.354.2249, [www.bgwcdlf.org](http://www.bgwcdlf.org)
- **Build Wealth:** 612.877.4182, [www.build-wealthmn.org](http://www.build-wealthmn.org)
- **CLUES:** 612.746.3500, 651.379.4200, [www.clues.org](http://www.clues.org)
- **Community Action Duluth:** 218.726.1665, [www.communityactionduluth.org](http://www.communityactionduluth.org)
- **CAPSH:** 952.697.1326, [www.capsh.org](http://www.capsh.org)
- **Hmong American Partnership:** 651.495.9160, [www.hmong.org](http://www.hmong.org)
- **LSS:** 888.577.2227, [www.lssmn.org](http://www.lssmn.org)
- **Minneapolis Urban League:** 612.302.3100, [www.mul.org](http://www.mul.org)
- **NeDA:** 651.292.0131, [www.nedahome.org](http://www.nedahome.org)
- **NeighborWorks Home Partners:** 651.348.5076, [www.nwhomepartners.org](http://www.nwhomepartners.org)
- **PRG, Inc.:** 612.721.7556, [www.prginc.org](http://www.prginc.org)
- **PPL:** 612.455.5300, [www.ppl-inc.org](http://www.ppl-inc.org)
- **SWMHP:** 888.468.8010 ext. 1604, [www.swmhp.org](http://www.swmhp.org)
- **Three Rivers Community Action:** 800.277.8418, [www.threeriverscap.org](http://www.threeriverscap.org)



651.296.8215  
[www.mnhousing.gov](http://www.mnhousing.gov)





*Minnesota Housing is a trusted state agency. We believe that housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance affordable housing.*

*Whether you're just starting your home search or ready to tackle home improvements, we've got you covered. Learn more at [www.mnhousing.gov](http://www.mnhousing.gov).*

# Ready to Buy a Home?

**m** MINNESOTA HOUSING

We can make it work for your budget!

## How do I get started?



### 1. Learn about Homeownership

Homebuyer education is a great place to start learning about the process. It's required for most of our homebuyers. To find a course, visit [www.hocmn.org](http://www.hocmn.org).



### 2. Contact a Lender

Contact a Minnesota Housing participating lender to discuss your needs and learn more about which program is right for you. Visit [www.mnhousing.gov](http://www.mnhousing.gov) to search for a lender near you.



### 3. Find a Home

Work with a real estate professional to find the right home for you. It must fall within our home cost limits, which you can find at [www.mnhousing.gov](http://www.mnhousing.gov).



### 4. Mission Accomplished!

Finish up the paperwork, close on your loan, grab those keys, and celebrate your accomplishment.

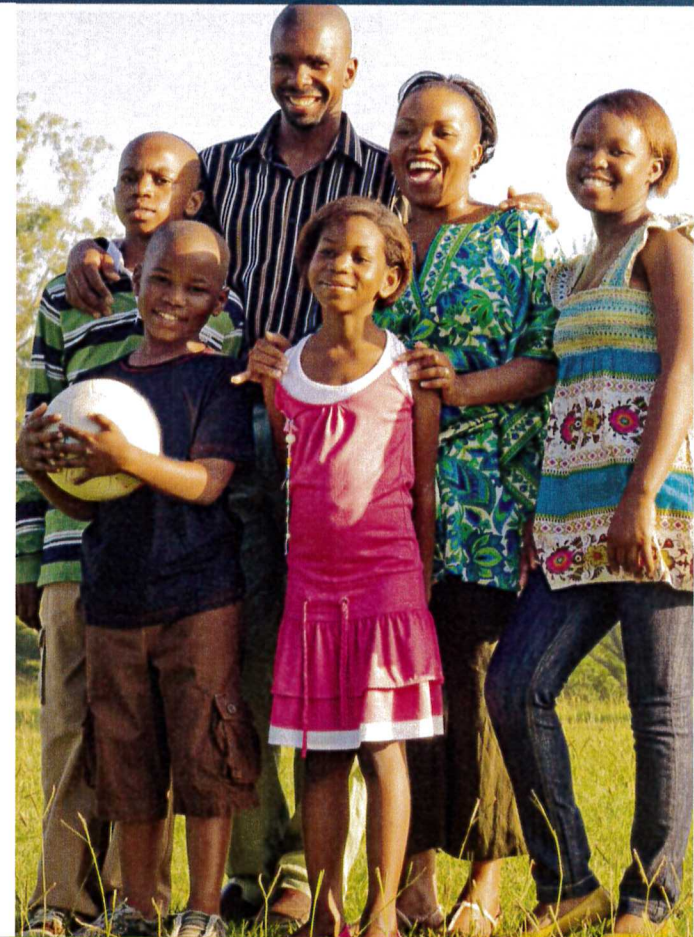
651.296.8215 | 800.710.8871

TTY 651.297.2361

[mnhousing.solution@state.mn.us](mailto:mnhousing.solution@state.mn.us)

[www.mnhousing.gov](http://www.mnhousing.gov)

Minnesota Housing is neither an originator of loans nor a creditor and is not affiliated with any Lender. To find out if you are eligible, or to apply for a loan, please contact a participating Lender.





*Minnesota Housing is a trusted state agency that works with local lenders to provide affordable home loan programs. Whether you're looking to buy your first home or your next home, we can help!*

### **I'm interested in buying my first home.**

The path to owning a home is closer than you think. Ask your lender for our **Start Up** loan program and get all our money-saving benefits.

### **I already own a home, but I'd like to buy a new one.**

You don't need to be a first-time buyer to take advantage of our affordable programs. If you're a current homeowner (or owned in the last three years) and want to buy your next home, our **Step Up** loan program is just for you!



**"Homeownership in one sentence means stability, security and strength. Being a homeowner is the best decision I've ever made."**

*- Alesia, Minnesota Housing borrower*



### **I don't think I have enough saved for a downpayment or closing costs.**

Don't let this stop you from buying a home! Our downpayment and closing cost loan programs provide up to \$12,000 to help you bridge the gap.

Depending on your need and eligibility, choose a:

- Monthly Payment Loan with the same affordable interest rate as your first mortgage.
- Deferred Payment Loan with 0% interest and no monthly payments.

You must get a Start Up or Step Up loan to access our downpayment programs. Loans must be fully repaid.

### **This sounds great! Am I eligible?**

You may be eligible if you:

- Qualify for an underlying mortgage product (FHA, VA, RD, Conventional)
- Purchase or refinance a home that meets our home cost limits
- Meet our income limits - they're higher than you might think!
- Meet our minimum credit score requirements

Talk to an approved lender for more information about eligibility requirements. For more information about Minnesota Housing, visit [www.mnhousing.gov](http://www.mnhousing.gov).

### **What are the benefits?**

We offer programs that layer on top of your mortgage to save you money. These programs are just for Minnesotans and a wide variety of homebuyers are eligible.

Our easy process doesn't involve additional applications. Simply work with a Minnesota Housing approved lender to access:

- Affordable, fixed interest rates (see current rates at [www.mnhousing.gov](http://www.mnhousing.gov))
- As little as 3% down with our exclusive conventional loans
- Downpayment and closing cost loans up to \$12,000
- Low or no mortgage insurance options for lower monthly payments



Find a lender near you at

[www.mnhousing.gov](http://www.mnhousing.gov) or 651.296.8215





## Downpayment and Closing Cost Loans

Don't let a downpayment prevent you from buying a home. Minnesota Housing loans go up to \$12,000 to help make homeownership work for your budget.

Need help with your downpayment? Concerned about paying for closing costs? We can help! Minnesota Housing downpayment and closing cost loan programs provide up to **\$12,000** to help you bridge the gap and become a homeowner. Depending on your need and eligibility, choose from the Monthly Payment Loan with the same affordable interest rate as your first mortgage or a Deferred Payment Loan with 0% interest.

Additional eligibility requirements, including income limits, minimum credit score, and home cost limits apply. Loans must be fully repaid.

### Monthly Payment Loan

- Loans up to \$12,000
- Interest rate equal to first mortgage rate
- 10-year loan term with monthly payments
- Available with Start Up and Step Up loan programs

### Deferred Payment Loan

- Loans up to \$8,000 (up to \$10,000 for borrowers who meet criteria for Deferred Payment Loan Plus)
- 0% interest, repaid when property is sold, refinanced, or first mortgage is paid off
- Loan term equal to first mortgage term
- Available with the Start Up loan program

**Contact a participating Minnesota Housing lender to start your path to homeownership.**



**651.296.8215**  
**[www.mnhousing.gov](http://www.mnhousing.gov)**

Minnesota Housing does not make or arrange loans. It is neither an originator nor creditor and is not affiliated with any Lender. The terms of any mortgage finance transactions conducted in connection with Minnesota Housing programs, including important information such as loan fees, the annual percentage rate (APR), repayment conditions, disclosures, and any other materials which are required to be provided to the consumer are the responsibility of the Lender.



# THE DORM IS COMPLETE!!

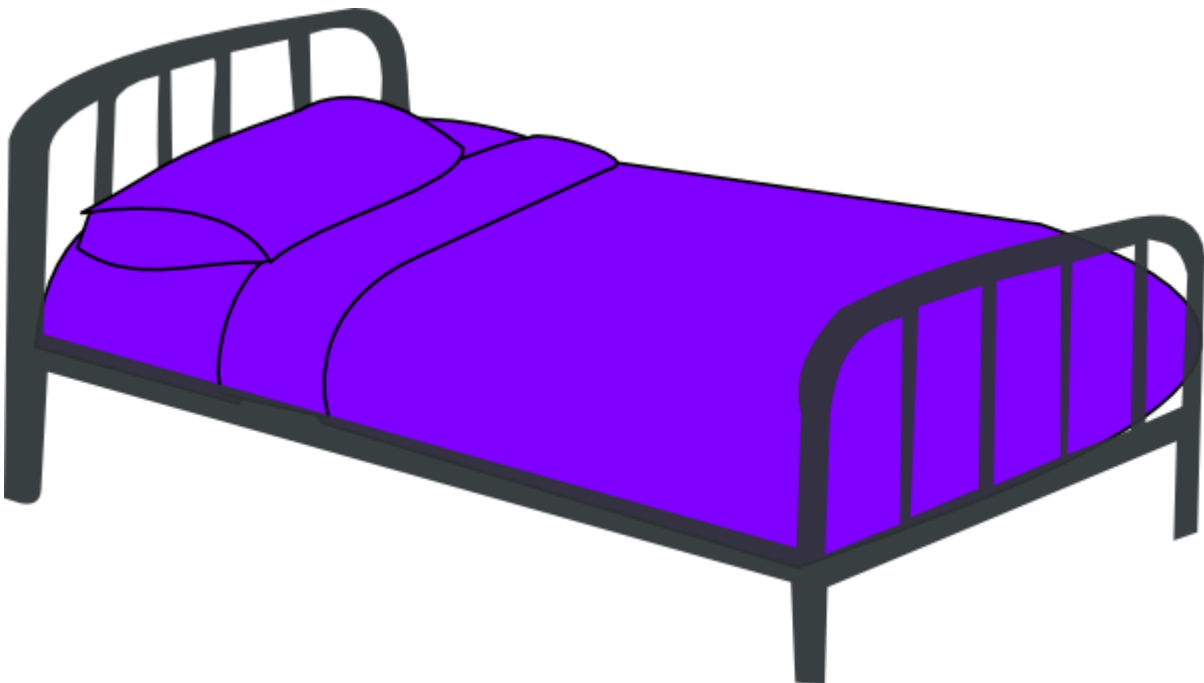
**We are having a ribbon-cutting ceremony and open house on February 23<sup>rd</sup>, noon to 8:00pm.**

Ribbon-cutting ceremony will be at 4:00pm.

Tours and treats from noon-8:00pm.

Please join us on Friday, February 23<sup>rd</sup> as we celebrate this exciting growth of our program at Life Prep Academy!

1628 County Highway 10 NE  
763-203-2015





*file  
correspondence*

February 2, 2018

Ryan Berner  
Prestige Custom Homes, Inc.  
9140 Baltimore St NE  
Suite 110  
Blaine, Minnesota 55449-4382

RE: Petroleum Storage Tank Release  
Site: Degross Residence, 8316 Westwood Rd NE, Spring Lake Park, Anoka County 55432  
MPCA Site ID: LS0020224

Dear Ryan Berner:

The Minnesota Pollution Control Agency (MPCA) has learned there was a petroleum tank release at the Site referenced above. As the owner/operator of the tank(s), you are responsible for the contamination caused by the release. According to state law, you must investigate, and if necessary clean up the contamination.

**Your first step:** Complete and submit the enclosed *Leak site ownership form* **within 30 days**. If you believe that you are not legally responsible for the release, please contact me immediately.

**Definition of legally responsible:** You are considered legally responsible for a petroleum tank release if you owned or operated the tank either *during or after* the release, unless specifically exempted under the law. See Minn. Stat. § 115C.021.

**Next steps:** Hire a qualified environmental consulting firm to help you investigate and address the contamination. A site investigation must fully define the extent and magnitude of the soil and/or groundwater contamination caused by the release. Investigation and cleanup guidance documents, standardized report forms, and related information are located on the MPCA website at <https://www.pca.state.mn.us/waste/petroleum-remediation-program>. Once the investigation is complete, your consultant should summarize the results in an MPCA report form, including a recommendation for additional investigation or monitoring, corrective action, or site closure. If your site is **high priority** (see below), you must submit the report to the MPCA **within 90 days** of the date of this letter. For all other sites, you must submit the report **within 10 months**.

**High-priority** sites have one or more of the following conditions. See guidance document 1-01 *Petroleum Remediation Program General Policy* for detailed descriptions of each condition. If you are uncertain whether your site is high priority, please contact me.

- Existing or high risk of drinking water contamination
- Existing or high risk of vapor intrusion into occupied buildings or risk of explosive vapor buildup
- Surface water impacts
- Recent or ongoing releases
- Petroleum free product

**Paying for the work:** The Minnesota Petrofund helps tank owners, operators, and volunteer property owners pay for the cost of investigating and cleaning up contamination from petroleum tank releases.

You will receive a separate mailing from the Minnesota Department of Commerce, which administers the Petrofund, explaining eligibility criteria and how to apply for reimbursement. Please note that applicants are required to use an environmental consulting firm registered with the Petrofund and obtain written competitive bids. Read the Petrofund mailing thoroughly so you know how to be eligible for the maximum reimbursement.

**Please respond:** Your timely response is important. If you do not submit the completed *Leak site ownership form* within 30 days, the MPCA will assume that you do not intend to comply and will begin enforcement actions. Also, please be aware that failure to cooperate in a timely manner will reduce your reimbursement from the Petrofund. Finally, should you fail to take necessary corrective actions, the MPCA may take them on your behalf and request the Petrofund to recover the costs from you.

#### **Contacts and more information**

Please have your MPCA Site ID available when calling about your site.

- **MPCA Project Manager:** Questions about this letter or MPCA's requirements? Please contact Andrew Eddy at 651-757-2331 or by email at [andrew.eddy@state.mn.us](mailto:andrew.eddy@state.mn.us).
- **Petrofund:** Reimbursement questions? Call 651-539-1515 or 1-800-638-0418, or go to the Minnesota Department of Commerce website at <http://mn.gov/commerce/industries/fuel/petrofund/index.jsp>.
- **MPCA Petroleum Remediation Program guidance documents:** Found on the MPCA website at <https://www.pca.state.mn.us/waste/cleanup-guidance>.
- **MPCA Brownfields Program:** Selling or redeveloping contaminated property? Go to the MPCA website at <https://www.pca.state.mn.us/waste/brownfields>.

Sincerely,

*Andrew J. Eddy*

This document has been electronically signed.

Andrew J. Eddy  
Project Leader  
Petroleum Remediation & Redevelopment Section  
Remediation Division

AJE:kg

Enclosures

cc: Daniel Bucholtz, Administrator-Clerk-Treasurer, City of Spring Lake Park  
Charlie Smith, Fire Chief, City of Spring Lake Park  
Brad Fields, Director, Integrated Waste Management, Anoka County  
ec: Ginger Commodore, Minnesota Department of Commerce Petrofund



## Video Production



Municipal Producer, Trevor Scholl, completed two projects, and worked toward the completion of several more in January. A three minute video entitled "Cities Sizzle" displays clips from events and programs from the Member Cities. Trevor completed an Animal Humane Society volunteerism video, and was able to finish the long anticipated Lino Lakes Corrections Facility piece, but is waiting for final clearances before releasing the program. Programs were also produced by Ben Hayle, T.J. Tronson, and Danika Peterson. Trevor reaches out to City officials and department contacts, every month, regarding potential programming for the channels.

### ▪ January Completed Videos/Playing on City Channels & Internet

Title	Producer	Runtime
Cities Sizzle	Trevor Scholl	00:03:00
AHS Volunteering	Trevor Scholl	00:05:59
Snow Day 2018	Danika Peterson/Ben Hayle	00:02:36
Shovel Your Fire Hydrant	Danika Peterson/Ben Hayle	00:02:33
Your County Staff: Maggie Snow	Danika Peterson/Ben Hayle	00:04:36
Your City Staff: Mark Statz (2018 Re-cut)	Danika Peterson/Ben Hayle	00:04:44
Your City Staff: Shelley Johnson (2018 Re-cut)	Danika Peterson/Ben Hayle	00:03:27
Anoka County Board and Statutory Organizational Meeting ( 1/02/18)	T.J. Tronson	00:34:53
Anoka County Board Meeting (1/30/18)	T.J. Tronson	01:04:18

Some projects that Trevor is working on or is scheduled to produce include:

- Lino Lakes corrections facility piece/final approvals
- Ham Lake Snow Bowl
- Lino Lakes Guns and Hoses Game
- AHS Dog Walkers
- Open For Business, each Cities involvement
- Circle Pines road maintenance project
- Ham Lake senior dance day
- A profile on a new juice bar/yoga studio opening in Blaine
- Contacted more local businesses regarding doing profiles, including QC Dance, Mathnasium, and an exotic pet store

# Equipment Consulting/Technical Support

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## **Blaine**

- No equipment assistance requested or required.

## **Centerville**

- 1/17/18: Problems with camera 2. Reseated the BNC connection and it came back.

## **Circle Pines**

- 1/2/18: Talked with Alpha about HD upgrade for Circle Pines. Set date for site visit.
- 1/3/18: Checked with Patrick Antonen about sharing training days with Ham Lake to share costs and travel expenses.

## **Ham Lake**

- 1/3/18: Met with Don Krueger and Denise Webster regarding HD upgrade at Ham Lake. Z Systems will be installer. Trying to find a way to reduce commissioning and training costs.
- 1/3/18: Spoke to Z Systems about purchase agreement. Making sure all the ducks are in a row.

## **Lexington**

- No equipment assistance requested or required.

## **Lino Lakes**

- 1/2/18: Received call from Alpha reporting problems with Lino Lakes mics. Matt asked whether gates to control the audio were set up but not being used. Matt was told no gates were on the Si Permormer audio board. Matt went to Lino Lakes to verify information. He found gates. Jeff Karlson requested gooseneck mics. The request was forwarded to Alpha.
- 1/2/18: Put in request to Alpha for live streaming server.
- 1/3/18: Made appointment to make the HD flip for Lino Lakes on CenturyLink.
- 1/5/18: Called Jeff Karlson to check on dais install.
- 1/5/18: Tested Lino Lakes HD feed.
- 1/5/18: Changed connection for CenturyLink to HD for Lino Lakes.
- 1/8/18: Makito X stops working. Tested in master control, no problem. Drove to Lino Lakes. Noticed Alpha had installed an incorrect converter. Alpha returned to fix. Matt installed a camera that had not been installed. Matt talked with City staff and showed him how to flip the signal to live from the brightsign player. Also went over the new system.
- 1/9/18: Spoke with Jeff Karlson about first council meeting taping since upgrade. Positive response. Jeff asked Matt to unplug everything around dais and podium so the construction company could work. Also asked for Matt's help with a lighting guy to tweak some of the lighting in the chambers.
- 1/10/18: Tore out the monitors and microphones for construction work.
- 1/17/18: Rusty requested that Matt stop by and give some instructions on the new system and answer questions.
- 1/23/18: Problems with meeting transmission. Found no fault with master control or Lino Lakes control room equipment. Contacted Jim, the Roseville IT department Coordinator, and he ran a few tests and checked a few things and then the signal was restored.

### Spring Lake Park

- 1/2/18: Conducted speed test. Recommended increasing the upload speed to 12 mps. This should fix any live issues using the Makito X.
- 1/2/18: Conducted audio test.
- 1/2/18: Watched meeting to ensure quality on CenturyLink. Looked and sounded great. We can't see the Comcast feed of Spring Lake Park in Blaine.
- 1/9/18: Arranged date to troubleshoot camera issue.
- 1/11/18: Ran ethernet CAT6 cable to Camera 3. Ran new cable from camera 3, through the ceiling, to the control room and plugged it into port 1 on the netgear network switch. Works intermittently. Contacting Broadcast Pix to get them to resolve camera only responding 80 to 90% of the time.

## Master Control



Programming Coordinator, Michele Silvester, along with help from Eric Houston and Tarkor Zehn, is responsible for processing and scheduling the programming on the City channels. There are three categories of programs that are scheduled on the City channels; live and replayed meetings, NMTV staff created video content, and informational graphics pages. All categories of programming must be encoded, scheduled, and entered into the Tightrope playback system or entered into the Carousel video files.

As each live meeting is being recorded at City Hall, it is routed to the North Metro TV head-end and then sent out over the cable system live. At the same time it is also encoded on a server for future playbacks. The following meetings were processed in January:

Title	Producer	Runtime
Blaine City Council Meeting (1/4/18)	Blaine Staff	00:51:00
Blaine Planning Commission Meeting (1/9/18)	Blaine Staff	01:37:57
Blaine Natural Resources Conservation Board Meeting (1/16/18)	Blaine Staff	00:58:46
Blaine City Council Meeting (1/18/18)	Blaine Staff	00:56:51
Blaine Park Board Meeting (1/23/18)	Blaine Staff	01:30:21
Centerville City Council Meeting (1/10/18)	Centerville Staff	01:49:30
Centerville City Council Meeting (1/24/18)	Centerville Staff	02:00:25
Circle Pines City Council Meeting (1/9/18)	Circle Pines Staff	01:18:19
Circle Pines Utility Commission Meeting (1/17/18)	Circle Pines Staff	00:43:49
Circle Pines City Council Meeting (1/23/18)	Circle Pines Staff	01:02:36
Ham Lake City Council Meeting (1/2/18)	Ham Lake Staff	00:22:30
Ham Lake Planning Commission Meeting (1/8/18)	Ham Lake Staff	00:23:43
Ham Lake City Council Meeting (1/16/18)	Ham Lake Staff	00:08:20
Ham Lake Planning Commission Meeting (1/8/18)	Ham Lake Staff	00:36:19
Lexington City Council Meeting (1/4/18)	Lexington Staff	00:19:35

<b>Title cont.</b>	<b>Producer cont.</b>	<b>Runtime cnt.</b>
Lexington City Council Meeting (1/18/18)	Lexington Staff	00:16:46
Lino Lakes City Council Meeting (1/4/18)	Lino Lakes Staff	00:45:37
Lino Lakes City Council Meeting (1/18/18)	Lino Lakes Staff	01:23:36
Spring Lake Park City Council Meeting (1/2/18)	Spring Lake Park Staff	00:45:05
Spring Lake Park City Council Meeting (1/16/18)	Spring Lake Park Staff	02:12:08
Spring Lake Park Planning Commission Meeting (1/22/18)	Spring Lake Park Staff	00:40:04
<b>21 New Programs</b>		<b>20:43:17 New Hours</b>

Meetings are scheduled for replay based on schedules requested by each City. Additional longer-length video programming produced by NMTV staff is also scheduled on the channels. **With the arrival of the Carousel units, shorter-length videos and promos are loaded onto those devices, rather than being scheduled as separate playbacks. The short videos cycle through, with graphics pages, and play on the channels whenever a scheduled program is not playing. Depending on whether a City selected the split screen or full screen Carousel option, the shorter videos are cycling 24 hours a day.** The table below outlines how many times a longer-length video program was entered into the Tigtrope system, and played back on each City channel.

<b>City</b>	<b>Number of Times Programs Played</b>	<b>Hours Programmed on Channel</b>
Blaine	160	192:55:02
Centerville	42	76:03:31
Circle Pines	259	222:05:58
Ham Lake	62	40:25:46
Lexington	97	45:58:12
Lino Lakes	53	63:20:37
Spring Lake Park	108	145:16:29
<b>Totals:</b>	<b>781 Program Playbacks</b>	<b>786:05:35 Hours of Video Programming on Channels</b>

The last category of programming on City channels consists of bulletin board, or graphics pages, that display information about the City or about events and issues of interest to citizens. With the installation of the new Carousel units complete, Eric Houston has assumed responsibility for updating the information on all seven channels. He works closely with each City's representative to ensure that all requested data slides are created and posted to the satisfaction of the City. Even though Eric is doing the work of creating the data pages, the Cities will always maintain editorial control. In addition to the graphics pages, the new Carousel units play video. Eric is also responsible for encoding any videos that will be displayed. The following work was done for City Carousel units in January:

**Blaine**

- Transcoded and uploaded 5 videos to Carousel.

**Centerville**

- Transcoded and uploaded 3 videos to Carousel.
- Fixed one City slide, as requested by the Mayor
- Edited two additional slides
- Updated on-site SCALA at City Hall
- Created 1 new SCALA graphic

**Circle Pines**

- Transcoded and uploaded 2 videos to Carousel.
- Transferred City meeting video to external hard-drives
- Created DVD copies of meeting at staff request

**Ham Lake**

- Transcoded and uploaded 2 videos to Carousel.

**Lexington**

- Transcoded and uploaded 2 videos to Carousel.

**Lino Lakes**

- Transcoded and uploaded 3 videos to Carousel.

**Spring Lake Park**

- Created 6 bulletins for Carousel.
- Transcoded and uploaded 3 videos to Carousel.

## City Channel Signal Monitoring

**Blaine**

- No channel signal problems.

**Centerville**

- Frozen graphic. Reboot SCALA. Set up signal test.
- Live test of system and SCALA reboot. Test went well.

**Circle Pines**

- No channel signal problems.

**Ham Lake**

- Repaired Carousel returned and installed. Reprogrammed router settings. So far works.

**Lexington**

- No channel signal problems.

**Lino Lakes**

- Worked with CenturyLink staff to switch the channel signal to HD going into CenturyLink equipment, in preparation for system sweep.
- Frozen screen. Reboot Makito X and City Hall encoder. Not the problem. Seems to be issue with change in internet connection. Resolved.

**Spring Lake Park**

- No channel signal problems.

## Meetings on Demand



NMTV has created a video on demand service, with line-item bookmarking, for our Cities meetings. In order to accomplish this, each encoded meeting has to undergo several steps. The meeting must first be transferred and transcoded from the playback

server to the video on demand server. The length of time necessary for this varies based on the length of the meeting and whether it is recorded in SD or HD. Once that is done, a staff member must go through the meeting entering a bookmark at the start of each meeting line-item, and type in the corresponding line-item information. Staff utilizes marked agendas provided by City staff members for this step. If marked agendas aren't provided by City staff we go to the City website to find unmarked agendas and place the meeting on VOD without bookmarks. Once that is done and saved the bookmarked meeting is then linked to the NMTV website's city meeting page for video on demand. The following number of meetings were bookmarked and/or placed on VOD for the Cities in January:

- **Blaine**
  - 5 meetings bookmarked and placed on VOD.
- **Centerville**
  - 2 meeting placed on VOD.
- **Circle Pines**
  - 3 meetings bookmarked and placed on VOD.
- **Ham Lake**
  - 4 meetings bookmarked and placed on VOD.
- **Lexington**
  - 2 meetings placed on VOD.
- **Lino Lakes**
  - 1 meetings bookmarked and placed on VOD.
- **Spring Lake Park**
  - 3 meeting bookmarked and placed on VOD

## Administrative



The issues dealt with in January include problems with the 4th quarter Comcast PEG fee calculation, Comcast's franchise renewal letter, and arranging the CenturyLink quarterly meeting.

### **Comcast Franchise Renewal**

- Received a letter from Comcast stating interest in renewing the NMTC franchises.
- Each City also received the letter.
- Sent copy of letter to Legal Counsel.
- Talked with Legal Counsel regarding next steps
- Reviewed franchise renewal documents and procedures

### **Fourth Quarter Franchise and PEG Fees**

- Received the 4th quarter franchise and PEG fee reports from Comcast and CenturyLink.
- Noted a significant variation in Comcast's PEG fee calculation.
- Emailed Comcast for explanation.
- Inquiry was forwarded to Regulatory Compliance.
- Sent follow-up email inquiring as to progress on explanation.
- Has not yet been resolved.

### **CenturyLink Quarterly Meeting**

- Tried to coordinate quarterly meeting.
- Unable to find good date for majority. Instructed to meet with CenturyLink and Legal Counsel on my own and report back.

**City of Lexington Request**

- City of Lexington wanted to know if their new fire station was able to receive free CenturyLink cable service.
- Emailed Kirstin at CenturyLink with request and address.
- Received a response that CenturyLink is not available at that address at this time.

**Miscellaneous**

- Mediated a Blaine customer complaint regarding Comcast customer service promises and billing. Complaint was resolved successfully.
- Received notification of CenturyLink price increases.





# North Metro TV

January 2018 Update

## Program Production

In January, a total of **79 new programs** were produced utilizing the North Metro facilities, funds, and services. This constitutes **59:15:00 hours of new programming**.

- 27 programs were produced by the public
- 31 programs were produced by NMTV staff
- 21 programs were produced by City staff



## Van Shoots

The HD truck was used for **38:00:00** hours of production. Events produced live and recorded for additional playbacks include:

- Girls Basketball: Park Center vs. Centennial
- Boys Basketball: Andover vs. Centennial
- Boys Basketball: Coon Rapids vs. Spring Lake Park
- Girls Hockey: Centennial vs. Blaine
- Boys Hockey: Centennial vs. Blaine
- Girls Hockey: Spring Lake Park vs. Blaine



## Workshops

Workshop	Instructor	Organization	Students
Studio A	Eric Houston	Blaine High School Business Professionals of America	4
Early Film Treasures Lecture	Eric Houston	Mary Ann Young Senior Center	13
Connecting Anoka County Taping	Eric Houston	Video Club	5
Intro to NMTV	Eric Houston	Northern Lights Home School Association	22
Bad Movie Bros Taping	Eric Houston	Video Club	2
Special Production Series Class 14	Eric Houston	Blaine/Ham Lake Girl Scouts	11
Camera	Eric Houston	General Public	2
Photoshop	Eric Houston	General Public	1
Special Production Series Class 15	Eric Houston	Blaine/Ham Lake Girl Scouts	13
Editing	Eric Houston	General Public	4
Photoshop	Eric Houston	General Public	1
<b>11 Workshops</b>			<b>78 Students</b>

## Home Movie Transfers

Home movie transfers have become one of our most popular services. Residents can transfer their family videos themselves for free, or pay NMTV to do it. NMTV can also transfer film, slides, and photos for a fee.

Month	Hours Transferred	Tapes	Film Reels	DVDs	Photos/ Slides	Fees Paid
January	201.75	57	122	20	409	\$1,159.00
<b>TOTAL:</b>	<b>201.75</b>	<b>57</b>	<b>122</b>	<b>20</b>	<b>409</b>	<b>\$1,159.00</b>

## Public Usage Stats

For statistical purposes, the public access department documents total numbers of unique individuals and total hours of usage of the facility by the general public, every month. These numbers include regular users, class participants, individuals transferring videos, people who attend events, and any other public usage of the facility. The numbers do not take into account the many members of the public who work with any other NMTV department, such as news, sports, outreach, or educational.

Month	Unique Individuals	Total Usage Hours
January	111	460
<b>TOTAL PUBLIC USAGE:</b>		<b>460.00</b>

## Production Highlights

### NMTV News Highlights

Each week Danika Peterson and Ben Hayle create a news program that highlights events, people, issues, and information important to citizens of our Member Cities. Some January highlights include:

- Homeless Count in Anoka County
- Firefighters Ask for Help
- Snow Day at Wargo Nature Center
- National Radon Month
- Your County Staff: The Director of the Anoka County Library, Maggie Snow
- County Board Chair Previews 2018
- Focus on Your Community: Wellness Day
- Centennial High School's Top Secret Project Uncovers Hidden Dangers



In addition to daily playbacks of North Metro TV News on the cable systems, there are over 447 local stories archived for viewers on the NMTV YouTube page. The page can be accessed through the [northmetrotv.com](http://northmetrotv.com) website.

### Blaine High School Business Professionals of America

Studio Manager, Eric Houston, continued to work with four Blaine High School students involved in the Business Professionals of America program. The students participated in one formal class this month, and utilized the studio and edit suites to complete their project for a statewide broadcasting competition. The competition is at the beginning of February. Eric will continue to work with the students if they make it to the nationals.



## Class at Mary Ann Young Senior Center

Eric Houston presented his class "Early Film Treasures" at the Mary Ann Young Senior Center. During the workshop he played 20 very short films that were created between 1888 and 1901. The class included watching the films, Eric providing information about the way they were made, who starred in them, and their historical significance. The class participants were able to ask questions, and join in the discussion. The folks who attended the class were very enthusiastic and asked if Eric could come back and teach additional classes. He will be presenting the "Early Film Treasures" class at Spring Lake Park City Hall next month.

## Drone Service

T.J. Tronson has been working over the past couple of months to flesh out a commercial drone service to be provided by North Metro TV. He shot video of the drone in Studio A for the intro to a video demo. The three minute demo highlights some of the video that has been shot utilizing the drone, and the drone itself. It ends with graphics advertising the various services that we can provide. The demo will be available on the NMTV website and YouTube channel. T.J. is also putting together a commercial for our channel and a FaceBook presence. He has been building a data base of various types of potential customers, from Cities, schools, other governmental agencies, businesses, golf courses, and other community television centers to create targeted emails demonstrating the services we can provide. In addition to the work being done to promote the commercial potential of the drone, it is being used often for programs produced for our Member Cities. It should be reiterated that Member Cities will never be charged for any drone coverage they request.



## City Productions

Municipal Producer, Trevor Scholl, completed two projects in January, and worked on several more, including Ham Lake's Snow Bowl and the Lino Lakes annual Guns and Hoses game.

- Cities Sizzle
- AHS Volunteer Programs

New and ongoing projects include:

- Ham Lake Snow Bowl
- Finished the Lino Lakes Corrections Facility program, but waiting for approvals
- AHS dog walkers
- Lino Lakes Guns and Hoses game
- Open to Business, each Cities involvement
- Circle Pines road maintenance project
- Ham Lake senior dance day
- A profile on a new juice bar/yoga studio opening in Blaine
- Contacted more local businesses regarding doing profiles, QC Dance, Mathnasium, Exotic Pet Store



Trevor touches base with contacts on a regular basis and also encourages Cities to contact him whenever they have an idea for a new show.

## Production equipment consulting for cities and schools

### Blaine

- No equipment assistance requested or required.

### Centerville

- 1/17/18: Problems with camera 2. Reseated the BNC connection and it came back.

### Circle Pines

- 1/2/18: Talked with Alpha about HD upgrade for Circle Pines. Set date for site visit.
- 1/3/18: Checked with Patrick Antonen about sharing training days with Ham Lake to share costs and travel expenses.

### Ham Lake

- 1/3/18: Met with Don Krueger and Denise Webster regarding HD upgrade at Ham Lake. Z Systems will be installer. Trying to find a way to reduce commissioning and training costs.
  - 1/3/18: Spoke to Z Systems about purchase agreement. Making sure all the ducks are in a row.
- Lexington**
- No equipment assistance requested or required.
- Lino Lakes**
- 1/2/18: Received call from Alpha reporting problems with Lino Lakes mics. Matt asked whether gates to control the audio were set up but not being used. Matt was told no gates were on the Si Permormer audio board. Matt went to Lino Lakes to verify information. He found gates. Jeff Karlson requested gooseneck mics. The request was forwarded to Alpha.
  - 1/2/18: Put in request to Alpha for live streaming server.
  - 1/3/18: Made appointment to make the HD flip for Lino Lakes on CenturyLink.
  - 1/5/18: Called Jeff Karlson to check on dais install.
  - 1/5/18: Tested Lino Lakes HD feed.
  - 1/5/18: Changed connection for CenturyLink to HD for Lino Lakes.
  - 1/8/18: Makito X stops working. Tested in master control, no problem. Drove to Lino Lakes. Noticed Alpha had installed an incorrect converter. Alpha returned to fix. Matt installed a camera that had not been installed. Matt talked with City staff and showed him how to flip the signal to live from the brightsign player. Also went over the new system.
  - 1/9/18: Spoke with Jeff Karlson about first council meeting taping since upgrade. Positive response. Jeff asked Matt to unplug everything around dais and podium so the construction company could work. Also asked for Matt's help with a lighting guy to tweak some of the lighting in the chambers.
  - 1/10/18: Tore out the monitors and microphones for construction work.
  - 1/17/18: Rusty requested that Matt stop by and give some instructions on the new system and answer questions.
  - 1/23/18: Problems with meeting transmission. Found no fault with master control or Lino Lakes control room equipment. Contacted Jim, the Roseville IT department Coordinator, and he ran a few tests and checked a few things and then the signal was restored.
- Spring Lake Park**
- 1/2/18: Conducted speed test. Recommended increasing the upload speed to 12 mps. This should fix any live issues using the Makito X.
  - 1/2/18: Conducted audio test.
  - 1/2/18: Watched meeting to ensure quality on CenturyLink. Looked and sounded great. We can't see the Comcast feed of Spring Lake Park in Blaine.
  - 1/9/18: Arranged date to troubleshoot camera issue.
  - 1/11/18: Ran ethernet CAT6 cable to Camera 3. Ran new cable from camera 3, through the ceiling, to the control room and plugged it into port 1 on the netgear network switch. Works intermittently. Contacting Broadcast Pix to get them to resolve camera only responding 80 to 90% of the time.

## City Channel 16 Playback Stats

City	Number of Times Programs Played	Hours Programmed on Channel
Blaine	160	192:55:02
Centerville	42	76:03:31
Circle Pines	259	222:05:58
Ham Lake	62	40:25:46
Lexington	97	45:58:12
Lino Lakes	53	63:20:37
Spring Lake Park	108	145:16:29
<b>Totals:</b>	<b>781 Program Playbacks</b>	<b>786:05:35 Hours of Video Programming on Channels</b>



## Programs Produced by the Public

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Title	Producer	Runtime
Toastmasters Live	Lee Howard	00:23:45
Connecting Anoka County: Anoka County Historical Society	Julie Jeppson/Eric Houston	00:13:04
Hey It's Opera	Ben Higginbotham	00:24:28
Do You Want to Hear A Joke?	Northern Lights Home School Ass./Eric Houston	00:01:43
Every Movie Ever Made (2 episodes)	Ben Daniels/Ryan Frieundschuh, Gavin Van Trease/Eric Houston	00:44:02
Bad Movie Bros (2 episodes)	Video Club	01:23:42
The Power of Love (4 episodes)	Rick Larson	02:00:00
LovePower (7 episodes)	Ann Sandell	07:00:00
Rice Creek Watershed District Meeting (2 episodes)	Theresa Stasica	01:52:25
Oak Park Moments (5 episodes)	David Turnidge	02:41:33
Hope Church	Cindy Hardy	00:40:30
<b>27 New Programs</b>		<b>17:25:22 New Hours</b>

## Programs Produced by NMTV Staff

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Title	Producer	Runtime
Anoka County Board and Statutory Organizational Meeting (1/02/18)	T.J. Tronson	00:34:53
Anoka County Board Meeting (1/30/18)	T.J. Tronson	01:04:18
NMTV News (3 episodes)	Danika Peterson/Ben Hayle	01:06:44
On Tap	Danika Peterson/Ben Hayle/Trevor Scholl	00:29:54
Snow Day 2018	Danika Peterson/Ben Hayle	00:02:36
Your County Staff: Maggie Snow	Danika Peterson/Ben Hayle	00:04:36
Shovel Your Fire Hydrant	Danika Peterson/Ben Hayle	00:02:33
Your City Staff: Shelley Johnson (2018 Cut)	Danika Peterson/Ben Hayle	00:03:27
Your City Staff: Mark Statz (2018 recut)	Danika Peterson/Ben Hayle	00:04:44
Cities Sizzle	Trevor Scholl	00:03:00
AHS Volunteering	Trevor Scholl	00:05:59
Girls Basketball: Park Center/Centennial	Kenton Kipp/J. Millington	01:24:45
Boys Basketball: Andover/Centennial	Kenton Kipp/J. Millington	01:30:40
Boys Basketball: Coon Rapids/Spring Lake Park	Kenton Kipp/J. Millington	01:47:38
Girls Hockey: Centennial/Blaine	Kenton Kipp/J. Millington	01:43:23
Boys Hockey: Centennial/Blaine	Kenton Kipp/J. Millington	02:07:40
Girls Hockey: Spring Lake Park/Blaine	Kenton Kipp/J. Millington	01:59:57
Boys Basketball: Irondale/Blaine	Kenton Kipp/J. Millington	01:18:57
Girls Hockey: Centennial/Spring Lake Park	Kenton Kipp/J. Millington	01:17:17
Gymnastics: Blaine/Andover/Centennial	Kenton Kipp/J. Millington	02:02:26
Coach & Captains: Spring Lake Park Girls Hockey	Kenton Kipp/J. Millington	00:03:34
Coach & Captains: Centennial Girls Hockey	Kenton Kipp/J. Millington	00:03:36
Coach & Captains: Blaine Dance Team	Kenton Kipp/J. Millington	00:04:16
Coach & Captains: Centennial Boys Hockey	Kenton Kipp/J. Millington	00:03:54
Coach & Captains: Spring Lake Park Dance Team	Kenton Kipp/J. Millington	00:04:17
Sports Den (4 episodes)	Kenton Kipp/J. Millington	01:50:29
<b>31 New Programs</b>		<b>21:05:03 New Hours</b>

## Programs Produced by City Staff

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Title	Producer	Runtime
Blaine City Council Meeting (1/4/18)	Blaine Staff	00:51:00
Blaine Planning Commission Meeting (1/9/18)	Blaine Staff	01:37:57
Blaine Natural Resources Conservation Board Meeting (1/16/18)	Blaine Staff	00:58:46
Blaine City Council Meeting (1/18/18)	Blaine Staff	00:56:51
Blaine Park Board Meeting (1/23/18)	Blaine Staff	01:30:21
Centerville City Council Meeting (1/10/18)	Centerville Staff	01:49:30
Centerville City Council Meeting (1/24/18)	Centerville Staff	02:00:25
Circle Pines City Council Meeting (1/9/18)	Circle Pines Staff	01:18:19
Circle Pines Utility Commission Meeting (1/17/18)	Circle Pines Staff	00:43:49
Circle Pines City Council Meeting (1/23/18)	Circle Pines Staff	01:02:36
Ham Lake City Council Meeting (1/2/18)	Ham Lake Staff	00:22:30
Ham Lake Planning Commission Meeting (1/8/18)	Ham Lake Staff	00:23:43
Ham Lake City Council Meeting (1/16/18)	Ham Lake Staff	00:08:20
Ham Lake Planning Commission Meeting (1/8/18)	Ham Lake Staff	00:36:19
Lexington City Council Meeting (1/4/18)	Lexington Staff	00:19:35
Lexington City Council Meeting (1/18/18)	Lexington Staff	00:16:46
Lino Lakes City Council Meeting (1/4/18)	Lino Lakes Staff	00:45:37
Lino Lakes City Council Meeting (1/18/18)	Lino Lakes Staff	01:23:36
Spring Lake Park City Council Meeting (1/2/18)	Spring Lake Park Staff	00:45:05
Spring Lake Park City Council Meeting (1/16/18)	Spring Lake Park Staff	02:12:08
Spring Lake Park Planning Commission Meeting (1/22/18)	Spring Lake Park Staff	00:40:04
<b>21 New Programs</b>		<b>20:43:17 New Hours</b>

If you have any questions or comments regarding this monthly report please contact Heidi Arnson at 763.231.2801 or [harnson@northmetrotv.com](mailto:harnson@northmetrotv.com).



**Rice Creek Watershed District**

**NOTICE OF PUBLIC HEARING on**

**Urban Stormwater Remediation Cost-Share Requests from  
Cities of Columbia Heights, Fridley, Hugo, Lino Lakes, Mahtomedi, New Brighton, Roseville,  
Shoreview and Saint Anthony, White Bear Township and Minnesota Commercial Railway**

PLEASE TAKE NOTICE that at its **regular board meeting on Wednesday, February 28, 2018 at 9:00 a.m.** in the Shoreview City Council Chambers, 4600 North Victoria Street, Shoreview, Minnesota, the Rice Creek Watershed District (RCWD) Board of Managers will receive public comment under Minnesota Statutes 103B.251 on the ordering of one or more of the following projects: City of Columbia Heights – Silver Lake Boat Landing Stormwater Retrofits (\$50,000), City of Fridley – 69<sup>th</sup> Avenue Road Diet and Median Infiltration (\$50,000), City of Hugo – Stormwater Asset Management Program (\$12,000), City of Lino Lakes – LaMotte Neighborhood Biofiltration Basin (\$39,500), City of Lino Lakes – West Shadow Lake Drive Sanitary Extension (\$50,000), City of Mahtomedi – Glendale Park BMP (\$50,000), City of Mahtomedi – Phase 3 Historic District Improvements (\$50,000), Minnesota Commercial Railway – Rice Creek Bridge Stabilization and Shoreline Protection (\$27,716), City of New Brighton – Lions Park Stormwater Reuse (\$50,000), City of Roseville – Evergreen Park Underground Filtration & Reuse (\$205,000), City of Shoreview – Rice Creek Fields Stormwater Reuse (\$50,000), City of Saint Anthony – Central Park Splash Pad Reuse Irrigation (\$50,000) and White Bear Township – Bald Eagle Lake Outfall Improvements (\$37,000). The RCWD may select all, some or none of the applications for full or partial funding. The RCWD's total share of cost for selected projects will not exceed \$390,000 and would be funded by general tax levy on real property within the watershed. The cost-share requests can be reviewed at [www.ricecreek.org](http://www.ricecreek.org) or at the District office, 4325 Pheasant Ridge Dr., #611, Blaine, MN 55449-4539. 763-398-3070